



All Peoples Church

& World Outreach

#319, 2nd Floor, 7th Main, HRBR Layout, 2nd Block, Kalyan Nagar
Bangalore 560 043, INDIA

Phone: +91-80-25452617 | contact@apcwo.org | www.apcwo.org

BIBLE COLLEGE ADMINISTRATOR

SUMMARY

The Bible College Administrator will work with the Senior Pastor to lead APC-Bible College (see apcbiblecollege.org) providing professional leadership, strategy, management, and organization to build the college into a preferred place of equipping for Christian ministry, for students globally.

VISION

APC-Bible College exists to equip, train, and release faithful and able men and women into the nations, to impact villages, towns, cities, and nations for Jesus Christ.

SCOPE

APC Bible College will serve students globally providing on-campus, online and e-learning options. The Bible College Administrator will be responsible for all three lines of training.

Please review the APC Organization Chart available on OUR TEAM page (apcwo.org/about-us/our-team).

ROLE DESCRIPTION

The following provides an overview of the responsibilities that we presently envision for this Bible College Administrator. These will be continuously updated as the College continues to evolve.

1. Oversee the spiritual equipping of students:
 - a. Ensure that students are provided a strong foundation in the Word as well as the Spirit. Must emphasize character development, dependence on the ministry of the Spirit, signs, wonders and miracles, a strong walk in the Spirit – while maintaining a good balance of theological and practical application of the Word.
 - b. The Senior Pastor and Pastoral team oversee the continuous improvement of the Bible College curriculum to ensure students receive the equipping they need to meet challenges in today's world. The Administrator will in consultation with Senior Pastor and pastoral team implement these continuous improvements.
 - c. Be involved in teaching courses at the Bible College.
 - d. Be involved in leading and coordinating students in daily prayer, worship, and supernatural hour, encouraging, and activating students to move in the gifts and supernatural manifestations of the Spirit.
 - e. Be involved in and coordinate with Bible College faculty, the personal mentoring and nurturing of students during their time at the Bible College. This includes all on-campus, online and e-learning students.
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- f. Coordinate the weekly seminar hour, inviting relevant ministers and others from Bangalore to provide additional input to on-campus students during the semester.
 2. Manage and run the Bible College:
 - a. Ensure proper operation of the on-campus, online and e-learning streams, including timetable, schedules, staff, student discipline, communication with parents/pastors, etc. Manage/coordinate teaching staff workload, schedule and performance.
 - b. Ensure proper operation of the hostels (boys/girls), kitchen with the help of the hostel wardens.
 - c. Ensure proper operation of the Study Center & Library with the help of the staff. Manage the Library, put in place proper processes necessary for a functioning library, purchase books, resources, etc. Make the SC&L is also open to church members and other believers in the city.
 - d. Ensure funds are used properly, accounted for, etc. This will include timely collection of fees.
 - e. Ensure the academic processes are streamlined – application process, student admissions, graduations, marks sheets, Diplomas, etc.
 - f. Recruit suitable staff as required.
 - g. Ensure digitization and proper use of IT Systems for Bible College and Student administration with the help of the IT team.
 - h. Ensure that all student data, current and alumni, are maintained properly. Ensure alumni are kept in touch and encouraged in their life and ministry.
 - i. Run Short-Term Courses (3 months) in Bangalore and in North India.
 3. Promote the Bible College creating awareness globally to enlist new students. This will include, but not be limited to:
 - a. Contacting churches/pastors/organizations
 - b. Online advertising with assistance from our media team
 - c. Advertising at Christian Conferences
 - d. Other approaches
 4. Obtain NATA or ATA Affiliation or both and other useful accreditations.
 5. Oversee the development and implementation of programs in other Indian languages, example: e-learning in Hindi, etc.
 6. Coordinate and run Weekend Schools that happen each month for equipping APC Bangalore congregants and others in the city.
 7. Role will be expanded and redefined as the Bible College evolves and develops.

QUALIFICATIONS/EXPERIENCE REQUIREMENTS

- Must have a definite call of God to this kind of ministry role, with a strong passion for God's Word and depth in the Spirit.
- Must be passionate about equipping men and women to be strong ministers of God who will have impact and influence in the world.



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- Must be a visionary to see opportunities where APC-Bible College can grow and fulfill its mission of equipping people globally.
- Must be a strong leader, organized, responsible, team player, and committed to excellence.
- Must have an advanced degree (Masters or higher), preferably in Business Administration, Organization Development, or related field. Additional training in theology is a plus, though not required.
- Must be familiar with online and e-learning platforms (Google Classroom, open edX, etc.)
- Familiarity with media and digital engagement, and IT systems a big plus.
- Prior experience in leading a Bible College or working at a Bible College, a big plus.

KNOWLEDGE & SKILLS REQUIREMENTS

- Must be personally strong in the Word and the Spirit.
- A personal life of integrity, godly example and strong moral character.
- Strong leadership skills.
- Strong communication skills.
- Good inter-personal skills.
- Planning and organizing Skills
- Strong in computer use, accounting, budgeting, etc.

ADDITIONAL RESPONSIBILITIES

- At APC we are continuously growing and expanding hence, you will be required to share in additional responsibilities.
- Being able to work under pressure and meet deadlines.
- Willingness to work long hours when required.

OPPORTUNITIES

As opportunities arise, and depending on your skills, you will be able to:

- Travel and serve on APC Missions.
- Minister at APC Services, Conferences and Weekend Schools.

Over time, based on your personal development and performance you will have the opportunity of growing internally at APC to take on other ministry roles that are of interest and suited for you.

As APC is a local church and Christian ministry, all positions require people who are passionate about Jesus Christ, and who are called, anointed and committed to serving Him and people to see lives touched and transformed into Christ-likeness.



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Please note, that all staff positions at APC require individuals who have a definite call of God, who are organized, strong leaders, responsible, team players, punctual, committed to excellence, maintaining a strong personal walk with God, leading by example, and sold out to God!