



POSITION DESCRIPTION FOR PRESIDENT

Centro Hispano de Estudios Teológicos (referred to hereafter as CHET)
Compton, California

Mission

CHET under the Lordship of Jesus Christ seeks to equip wholistically the underserved Latinos and Latinas for church and community-based ministry.

Background

CHET is one of the foremost schools focused on equipping Latino/a clergy and lay leaders for the work of ministry. Founded thirty years ago in 1989, CHET was a collaborative effort of First Covenant Church, Los Angeles, North Park Theological Seminary, and the Evangelical Covenant Church (referred to hereafter as ECC). The institution is rooted in the historical, biblical and theological foundations and current affirmations of the ECC. During the thirty-year history, CHET has grown from 14 students to an enrollment of 322 students in winter 2018-19 with 122 full-time equivalents. Since 1989, CHET has graduated over 1500 persons through its lay leadership, ministerial, lay family counseling, and Bachelor of Christian ministry degree. A staff equal to 4.5 full-time employees supports the administration of the school under the direction of a Board of Directors which is accountable to the Executive Board of the ECC. The core faculty are regular part-time professors and adjunct faculty, over half of whom have earned Doctorates.

Located in Compton, California, CHET serves the surrounding Greater Los Angeles area with a single central teaching center in Compton. Students beyond this geographical area throughout the United States and internationally attend classes in off-site teaching centers, supervised and connected through the CHET central office. CHET is using technology in multiple ways to enhance student learning, both at the central location and off-site teaching centers.

CHET's standard of education has been certified by AETH (The Asociación para Educación Teológica Hispana) by ATH (Asociación Teológica Hispana) and by ATS (The Association of Theological Schools). Additional factors which make CHET a well-attended school is the subsidized low cost of attending CHET classes.

Besides quality, one of the highest objectives of the CHET model is to provide an affordable theological education where student fees are kept to a minimum. This is made possible through the lean administrative staff, the availability of adjunct professors in each area who work for minimum pay or volunteer their work and outside sources of funding including individual and church giving, bequests, grants, and a drawdown from the endowment established at its beginning.

Position Role and Responsibilities

The President serves as the chief executive officer of CHET. He/she is responsible for the day to day operations of the institution and performs all duties incident to the office of President as delegated or assigned by the Board of Directors. The President reports directly to the Board of Directors of CHET of which he/she is an ex officio member and to the Evangelical Covenant Church through its Executive Board of which he/she is an advisory member. The President serves as an ex officio member of the Board of the Ordered Ministry, Evangelical Covenant Church.

Specifically, the President will provide vision and leadership in the following areas:

Education

- Assess effectiveness of curriculum in fulfilling desired student outcomes and revise as needed
- Increase awareness of innovative educational models and discern those applicable in the CHET context
- Identify desired characteristics of faculty in the future to integrate content and praxis; recruit and develop faculty
- Engage in overall assessment and maintaining criteria for accreditation
- Serve as a teacher for at least one course per year

Management of Resources and Vision for Advancement

- Develop an integrated, visionary advancement plan which includes an overall goal and approach to develop and secure resources for sustaining and expanding CHET's mission
- Cultivate relationships with funding agencies, constituency support sources, and individual donors that lead to significant financial contributions
- Steward all resources effectively

Administration

- Engage in an organic, collaborative manner with the Board of Directors, faculty, and staff to develop a strategic internal structure to support CHET
- Lead effective team development with the Board of Directors, faculty, and staff to maximize the potential effectiveness of all
- Manage change effectively including but not limited to identifying and addressing emerging issues and controversies.

Interpersonal

- Engage consistently with staff and students, both formally and informally
- Build bridges effectively in the midst of diverse cultures and generations
- Maintain a visible and active presence and strategic level of involvement with external stakeholders
- Implement an effective formal and informal communications approach contextualized for the message being shared.
- Be a pastoral presence with the Board of Directors, faculty, staff, and students