



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 alongside the Principal of APC-Bible College (see apcbiblecollege.org) to assist with the administrative and operations of the Bible College.

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. 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.



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- 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.
2. Assist the Principal in efforts to 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
3. Carry out other day-to-day coordination and administrative tasks as assigned by the Principal.
4. 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.
- 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.
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- 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.



GENERAL INFORMATION

ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus loving, Word focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ centered fellowship, caring and serving each other in love as the assembly of God.

As an **equipping center** we empower and equip every believer to live victoriously, mature into Christlikeness and fulfil God's purposes for their lives.

As a **missions base** we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach** we serve locally and globally by nurturing godly leaders and Spirit filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.



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USEFUL LINKS

Online Sunday Church service live stream every Sunday at 10:30am (Indian Time, GMT+5:30). Spirit filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

YOUTUBE: <https://youtube.com/allpeopleschurchbangalore>

WEBSITE: <https://apcwo.org/live>

Our other websites and free resources:

CHURCH: <https://apcwo.org>

FREE SERMONS: <https://apcwo.org/resources/sermons>

FREE BOOKS: <https://apcwo.org/books/english>

DAILY DEVOTIONALS: <https://apcwo.org/resources/daily-devotional>

JESUS CHRIST: <https://examiningjesus.com>

BIBLE COLLEGE: <https://apcbiblecollege.org>

E-LEARNING: <https://apcbiblecollege.org/elearn>

COUNSELING: <https://chrysalislife.org>

MUSIC: <https://apcmusic.org>

MINISTERS FELLOWSHIP: <https://pamfi.org>

CHURCH APP: <https://apcwo.org/app>

CHURCHES: <https://apcwo.org/ministries/churches>