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## JOB DESCRIPTION

**POSITION:** Principal

**REPORTS TO:** National Director

**STAFF REPORTING TO THE POSITION:**

Pastoral Dean  
Ministries Coordinator  
Academic Dean  
Resident Assistants  
Visiting Lecturers

**GUIDING PRINCIPLES FOR ALL STAFF:**

To share in the vision and mission of Capernwray New Zealand

Staff, students and guests to Capernwray NZ shall:

- embrace Jesus Christ,
- through biblical teaching,
- equipping people for life and service in the world.

What is important to us:

- Christ's life in and through all
- Shaped and led by Scripture
- Holistic growth through discipleship and community
- Preparing for mission in every vocation
- Embracing the unique NZ experience

We focus on the following groups of people of all ages:

- Students of the Word from NZ, Pacific Islands and internationally
- Adventure students and students who wish to embrace our mission in the context of activities and hobbies
- Students who wish to embrace our mission in the context of touring this beautiful country

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Also to fulfil our mission statement:

*The purpose of the Missionary Fellowship of Torchbearers is to proclaim the Gospel of Jesus Christ to all people in accordance with the Holy Scriptures (Bible); to lead them to a personal relationship with Jesus Christ as their Saviour, Lord and Life; to promote the Christian faith in accordance with the Holy Scriptures by means of witness, service and fellowship; to arouse, motivate and support mission-oriented living, in accordance with Scripture, in word and in deed; and to strive to increase the Kingdom of God throughout the world, thereby being bringers of light ("Torchbearers")*

**FUNCTIONAL RELATIONSHIPS WITH:**

All Capernwray NZ Staff (with close association with other faculty)  
Students & Alumni  
Church Ministers and other Christian ministry leaders

**KEY EXPECTATIONS AND OUTCOMES OF THE JOB:**

- To fully agree with and live-out the aims and philosophy of Torchbearers New Zealand Charitable Trust in line with the Torchbearer International Documents
- To take prime responsibility for the general leadership of the Bible school
- To assist the Director, Business Manager and Registrar in the administration of Capernwray
- To have oversight of and work in a team with staff concerning all aspects of the Bible School programme
- To be responsible for the welfare of the students physically, socially and spiritually, and to delegate to other key Christian leaders wherever necessary
- To assist in the general activities and ministry of Capernwray

**SPECIFIC TASKS & DUTIES:**

- To process all Bible School student applications with support from the Registrar
- To set up the curriculum for each semester. This involves the design and development of the semester programme along with the Faculty
- To teach up to three full subjects per term. One class being on a weekly basis and the other/s as the main lecturer for the week
- To theologically oversee and teach classes on the Adventure Bible school as required while recognizing the priority of regular Bible school responsibilities
- To select Resident Assistants and students for internship programmes both for Capernwray and church-based and to ensure there is supervision and oversight
- To be responsible for running and overseeing the weekly and day to day timetable

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- To evaluate the day-to-day schedule and making changes with input from the Faculty and student evaluation forms
  - To select guest lecturers and visiting mission speakers according to the established policies and approval from the National Director
  - To ensure that guest lecturers and resident lecturers are moderated according to the standard policy
  - To set the Bible School calendar (ministry dates, Quiet days, fellowships etc) for both students and staff and submit to the National Director for approval
  - To oversee the student disciplinary procedures – all discipline will be directed through the Principal as per Life-File
  - To keep the Bible School resources needed for effective study and outreach are kept up to date. This may be delegated to the other faculty members
  - The Principal will have oversight of the student ministry placements, pastoral care and academic aspects of the course which may be delegated to faculty members

### **Job Description Acknowledgement**

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_