



DANIEL MATTHEW ECCLESIASTICAL COLLEGE

SAINT LOUIS, MISSOURI 63115

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WWW.DMECS.ORG



Duties & Responsibilities of College Deans

As Deans:

The Department/School assume a prominent place in the colleges' ecclesiastical purposes, your school serves as top administrators, tasked with the responsibilities for the core of the college's mission. You lead your academic of your divisions within our ecclesiastical college, such as an individual schools programs, but you sometimes lead a non-academic divisions (within your unit), such as in the case of an Assistant Dean/ Local Church Leader of student affairs or other non-degree program (e.g. Para-transit drivers and sale agents).

Chief Mission:

At the top of most dean's list of responsibilities is managing the academic mission of the division. Our Deans labor to ensure that their division meets its goals to educate students in the proper ecclesiastical manner, typically striving to improve the ecclesiastical offerings and to update courses to meet changing trends and requirements for the local church. A dean will also work to attract top students and faculty to burnish the ecclesiastical academic profile of the division. The same as the schools' non-academic staff, which focus on their assigned area of responsibility. For instance, a president of local church student affairs oversees aspects of student life within the church, such as housing, community services, discipline and extracurricular organizations, among other elements.

Division Representative:

Our deans serve as the chief public figure for a division, representing it before a range of audiences. For instance, the dean represents the division in discussions with the college president and executive board. The dean must advocate for the division, while detailing and explaining its progress, successes and struggles. A dean also serves as the division's public face to more external audiences, such as alumni, the media, prospective students and the public. In this capacity, a dean will deliver speeches, provide interviews and host events.

Budget and Finance:

Deans must manage their division's budget and other financial responsibilities. This means working with other sections within the division on their individual budgets to make sure that they all stay in line and meet guidelines. Deans frequently make major decisions on how to devote financial resources within a division, choosing which priorities to fund and which efforts to cut. Deans often serve as chief fundraisers for their division, including meeting with potential institutional and individual donors.

Manage Personnel In an academic division;

Deans may work directly with the chairs of other departments within/without their area of control, providing oversight to these individual managers to ensure that academic goals are being pursued throughout the division. Deans frequently have associate or assistant deans to manage different aspects of their domain, per the dean's preferences. These assistant deans may be responsible for areas such as academics, research, development or communications. Deans also work directly with faculty, hearing their concerns and working with them to accomplish their classroom and research goals.

Church Attendance:

Considering the application of our ministration of Daniel Matthew Colleges' administration all Deans are to attend (each week) church or a religious service (of choice) and adhere to all of World Council of the National Assembly of Churches decrees.