



The Union of Free Evangelical and Baptist Churches of Estonia

ESTONIAN FREE CHURCH THEOLOGICAL SEMINARY

MANAGEMENT PLAN

The Estonian Free Theological Seminary is a team-led educational institution. The teams are coordinated by the rector of the Seminary who is responsible for their work. The management teams are described below.

The leadership team is comparable to the board of directors as it acts as the day-to-day operational team. In addition to the rector, the management includes the academic dean, director of development, student dean, educational designer, project leader for the Centre of Leadership and Mentoring, and research fellow. The financial management of the school is carried out by the rector, among other tasks. Projects are the responsibility of the director of development together with the rector. In addition, the director of development is responsible for academic ethics and research. The academic dean, student dean and lead teachers coordinate the teaching area together with the rector. The project leader for the Centre of Leadership and Mentoring coordinates activities related to the development of student mentors, trainee mentors and congregations. The researcher carries out and supports research. In addition, other tasks are carried out by agreement.

The management is guided by the Statutes of the Seminary, the decisions of the Union's Elders' Board, the guidelines of the President and the Council of the Union and the legislation in force. In its day-to-day activities, the School's leadership team prepares draft decisions concerning the strategic development of the School, in accordance with the Statutes, and then discusses them with the Council or the representatives of the owner of the Seminary at the Elders' Board or Executive Board of the Union, as appropriate, who approves them if necessary.

The Advisory Board is made up of members of the school's leadership team (the rector, academic dean, director of development and others), the lead teachers (5 people), student representatives (3 people), the representatives of the owner, i.e. the Union and of the congregations (3–4 people). Candidates for members of the Council are proposed by the Rector of the Seminary and appointed by the Elders' Board.

The tasks of the Advisory Board are following:

- submits a development plan for the Seminary to the owner of the Seminary, i.e. the Elders' Board;
- submits proposals for amendments to the Seminary's Statutes to the owner of the Seminary;
- selects the lead teachers (approved by the Elders' Board);
- establishes the job description of faculty which sets out the qualification requirements and the conditions and procedures of attestation;
- establishes terms and conditions for admission of students, including, pursuant to § 168(2) of the Aliens Act, the minimum requirements for assessing the foreigner's language proficiency level;
- lays down the conditions and procedure for the exclusion of students from the Seminary;
- lays down the conditions and procedure for taking into account students' previous studies and work experience;
- submits proposals for the modification of the curricula of higher education to the owner of the Seminary;
- submits the curricula for annual and longer continuing education courses with a minimum of 70 contact hours to the Elders' Board for approval;
- approves the Rector's report on the implementation of the Seminary's budget;
- hears the Rector's annual report on the implementation of the Seminary's development plan;
- resolves other strategic issues related to the development of the Seminary's teaching and research activities.

More important decisions are forwarded to the Elders' Board of the Union of Free Evangelistic and Baptist Churches of Estonia for approval.

Lead teachers – the responsible teachers for the five areas as defined in UFEBCE approach to education. They are appointed for an indefinite period of time by the Union's Elders' Board.

The tasks of a lead teacher are as follows:

- coordinates the development of the content of his/her subjects and the integration between the key topics, convenes at least once a year a meeting of teachers of his/her area;
- participates in the Advisory Board and other committees related to teaching, e.g. the RPL committee;
- supports the development of co-workers, e.g. recommends conferences, etc.;
- develops the curricula (BA, MA)
- together with other lecturers, plans longer and shorter advanced trainings,
- proposes teaching materials and educational videos;
- leads applied research in his/her field and participates in the research team;
- assists in the selection and evaluation of specialised literature in the library;
- proposes dissertation topics and, where necessary, supervises students, helps to identify and consciously nurture the next generation;
- represents the seminary in congregations and/or at Union events (1–3 times a year).

The activities of the academic staff are guided by the instructions of the academic staff member. Faculty are involved and invited to all Advisory Board meetings.

Student association also participates in the governance of the school. They are involved in the work of the Advisory Board and in the organisation of events for students. They represent the school's students in national student organisations, communicate to the school's management the students' suggestions for improving the school's work and communicate information from the management to the students.

Approved by the Seminary's Advisory Board 2018, renewed 2021 and 2024.