

# Editor-In-Chief

## Vanguard Journal of Theology and Ministry

The Vanguard Journal of Theology and Ministry (VJTM) is an open-access journal dedicated to publishing the scholarly works of students, scholars, and practitioners. It is based out of Vanguard College, an evangelical Bible college affiliated with the Pentecostal Assemblies of Canada (PAOC) in Edmonton, Alberta. Issues are published once a year and are peer-reviewed. The VJTM welcomes original scholarship in the fields of theology and applied ministry.

The goals of the VJTM are to:

- Provide students the opportunity to contribute their perspective to academic discussion
- Encourage pastors and practitioners to engage in theological and scholarly discussion
- Promote the integration of theological study with applied ministry experience

The role of the Editor-In-Chief (EIC) is to provide leadership to the VJTM editorial board. We are an energetic team of academic professionals who are seeking someone to provide strategic direction to the journal. The team currently consists of a secretary, two section editors, two student representatives, and the Librarian of Vanguard College. Other than their specific specializations, all editorial team members collaborate to publish the annual issue each September. The EIC works in conjunction with the Librarian to determine policy, direction, and oversight for the journal, and is generally responsible for expanding its reach.

This is a volunteer position with a 2-3 year term commitment, with the option of renewing the position one year at a time, for a maximum of 7 years.

### Responsibilities

- Manage the editorial team in the production of the annual issue, including participation in editorial work as needed
- Lead editorial team meetings
- Work with Secretary to prepare meeting agendas
- Provide strategic direction for VJTM in collaboration with the editorial team
- Initiate and lead discussions to shape journal policy/practice with the editorial team, under the direction of the Library Director
- Recruit new members for the editorial team as required
- Identify and recruit peer reviewers
- Develop a strategic promotional plan for the journal
- Build and foster relationships with denominational partners
- Assist the editorial team in soliciting manuscripts as needed

The workload of this position will vary according to the publication schedule but will require approximately 8–10 hours per month on average. More work may be required during August/September for publication.

## Qualifications

- Theological harmony with Pentecostal belief is required
- Strong written and verbal communication skills are essential
- Ability to lead a team of volunteers effectively, whether in person or online
- Ability to dedicate the time necessary to provide ongoing timely support for authors and the journal as a whole
- Record of networking within the PAOC community as a student, staff, credential holder, or other related work is preferred
- Experience with the peer review process as an author and/or peer reviewer and/or editor is preferred
- Knowledge of current trends in theology, education, and/or journal publishing is an asset
- Experience with Open Journal Systems would be helpful but is not required

## Application Procedure:

The Editor-in-Chief position is open to individuals or multi-member teams. To apply, please provide (a) applicant contact information, (b) a current CV, and (c) a statement addressing the qualifications listed above. Finalists for the position may be asked to provide contact information for at least two references.

Interested applicants should submit expressions of interest to [vjtm@vanguardcollege.com](mailto:vjtm@vanguardcollege.com) by **July 15, 2022**.

Start date is August 2022. Questions about the Editor-in-Chief position or about the application procedure should be directed to Vanguard College Library Director, Karina Dunn at: [karina.dunn@vanguardcollege.com](mailto:karina.dunn@vanguardcollege.com)