

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Church Ministries Director	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>  N/A  </u>
<b>Location:</b> 302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <u>  X  </u>	
<b>Department:</b> Church Ministries	<b>Part Time</b> <u>      </u>	<b>Exempt</b> <u>      X  </u>
<b>Reports To:</b> President	<b>Intern</b> <u>      </u>	<b>Nonexempt</b> <u>      </u>

### POSITION SUMMARY:

The Stewardship & Personal Ministries Director serves as a resource for the local conference directors and encourages them in the implementation of their conference departmental initiatives. To facilitate workshops and seminars that are conference or union sponsored. Preach sermons that uphold and strengthen the various ministries of the department.

### Essential Job Functions:

#### Stewardship:

- Provide non directive guidance to the local conference stewardship departments such as annual in-service seminars, presence at local conference meetings to give support and encouragement.
- Provide a menu of resource materials that assist the local conference departments with stewardship communication and the education of their membership.
- Attend appropriate meetings relative to his/her responsibilities as called by the NAD and/or General Conference and to otherwise interact with union counterparts.
- Provide workshop instruction for conferences, churches and campmeetings Union-wide.
- Responsible for fostering positive attitudes regarding stewardship Union-wide.
- Ensures the Stewardship department operates within the assigned annual operating departmental budget.
- Other responsibilities as assigned by the President.
- **Personal Ministries: (Prayer, Adult, Prison)**
- As outlined above, the same shall go for the Personal Ministries portion of the job relative to its individual parts.
- Serves as a consultant to the conferences to enhance their programs and training to Sabbath School teachers.
- Provide support and serves as an advisor to the health ministry's personnel and programs in the local conferences.
- Give support to local conference Prayer Ministries Directors and foster quality fellowship events in churches and conferences across the union territory.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's degree in Theology as a minimum is required.
- Pastoral or local conference departmental director experience preferred.
- Knowledge and practice of the principles of stewardship as outlined by the Seventh-day Adventist Church.

### KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command language skills, including proficiency in verbal and written form.

Ability in leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal and communication skills. Project a professional Christian image.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours