

SOUTHERN UNION CONFERENCE

Job Description



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

POSITION SUMMARY:

Serves as a liaison between the Union administration and the local conferences administrations, as well as, the Hispanic Coordinators. Furthermore, represents the interests of the Hispanic constituency of the Southern Union in the North American Division Advisory Committee.

SCOPE OF RESPONSIBILITY:

- Assist the Union president to articulate the plans and goals for the Hispanic work in the Union’s territory.
- Help to envision the future of the Hispanic work.
- Coordinate the Hispanic Ministries activities along with other Union Departmental Directors.
- Assist Hispanic Coordinators of local conferences in all ramifications of the Hispanic work with emphasis in church growth and evangelism.
- Coordinate and conduct an annual Festival of the Laity to inspire, motivate, and strengthen the evangelism mission and vision of the Union.
- Coordinate and holds annual sessions with Hispanic Coordinators to motivate, plan, and nurture the Hispanic work in the union territory.
- Organize and participates of an annual Overseas Crusade for Hispanic Pastors within the Union to develop pastor-evangelists with a world vision.
- Facilitate and support the continuing education program for Hispanic pastors within the Union in cooperation with the Institute for Hispanic Studies at Andrews University.
- Attend and support the different meetings of the Hispanic constituencies in the Conferences i.e. Camp meetings and Evangelistic events among others.
- Promote unity and positive relationships within the Coordinators, pastors, and all workers in the territory.
- Responsible for compiling statistics on Hispanic growth in the areas of membership, tithe, and baptism.
- Prepare and monitor the Hispanic Ministries budget in consultation with the financial administration.
- Provide counsel and guidance to Hispanic members, pastors, and churches that are experiencing internal or pastoral problems. As well as, being available to Conference administrators for assistance in conflict resolutions.
- Provide leadership in association with the union, local conferences administrators, and local conference coordinators in preparation and promotion of approved union-wide meetings.
- Speaking appointments at meetings such as: camp meetings, weeks of prayer, seminars, family and men’s ministries, couples retreats, evangelistic crusades, preaching in churches, church dedications, worker’s meetings, workshops etc.
- Aid the conferences with Evangelistic Caravans, Spanish materials, and other resources for evangelism and church ministries.
- Represent the Hispanic interests of the Southern Union in the NAD Hispanic Advisory Committee.
- Member of the following committees: Southern Union Executive Committee (Attendee), NAD Hispanic Advisory , NAD Hispanic Evangelism Council, NAD Hispanic Administrative Council, NAD Executive Committee, Pacific Press-International Department Advisory Committee – El Centinela, NADUP Committee
- Serves on special assignments as requested by the Officers.

RECOMMENDED EDUCATION/EXPERIENCE:

- Master of Divinity
- Knowledge in Conflict Management, Conflict Resolution, Coaching, Servant Leadership
- Someone who loves people, hard worker, spiritual leader

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 of language skills, including proficiency in verbal and written form.

Ability in strategic planning, 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 skills and 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