SOUTHERN UNION CONFERENCE
Job Description

Job Title:	**Ministerial/Evangelism Director**	Type Of Position:	Hours Per Week __N/A____
Location:	302 Research Dr., Norcross, GA 30092	Full Time __X__	
Department:	Ministerial	Part Time _____	Exempt ___X___
Reports To:	President	Intern _____	Nonexempt _____

POSITION SUMMARY:

The primary role of the Union Ministerial Director is in training and assisting conference ministerial directors, and fostering a balanced ministerial program in every field within the Southern Union territory.

The role of the Union Evangelism Coordinator is to promote and foster a positive spirit towards evangelism among conference evangelists and evangelism coordinators.

SCOPE OF RESPONSIBILITY:

Ministerial Director:
- Help train local conference ministerial directors.
- A resource person for conference ministerial directors.
- Serves on NAD Pastoral Advisory Committee.
- Coordinates meetings of conference ministerial directors in cooperation with the respective departments of Religion and Theology of Southern Adventist University and Oakwood University.
- Liaison for students entering the M.A. Ministry and Doctor of Ministry programs at Andrews University Seminary.
- Provide workshop instruction during campmeetings and at churches Union-wide.
- Responsible for fostering positive attitudes regarding ministry Union-wide.
- Plan and facilitate Evangelism Council each year.
- Ensures the ministerial department operates within the assigned annual operating departmental budget.
- Guides in the preparation of resource materials for the use of the ministerial department in the Southern Union territory.
- Other responsibilities as assigned by the President.

Evangelism Coordinator:
- Facilitate evangelism on all levels.
- Provide exemplary leadership for others in the field.
- Develop effective evangelistic methods and resources for conferences.
- Provide intentional instruction in discipleship.
- Lead out in public evangelistic campaigns.
- Communicate success relative to evangelism.
- Provide instruction during evangelism workshops.
- Facilitate new church plants.
- Envision emerging opportunities relative to evangelism.
- Other responsibilities as assigned by the President.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's and Master's degree in Theology is required.
- Strong knowledge and hands-on experience pastoring local congregations.
- Extensive experience as an evangelist with a strong love for evangelism.

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 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