

SOUTHERN UNION CONFERENCE

Job Description



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

POSITION SUMMARY:

To assist in fostering the collective ministry and mission of the Seventh-day Adventist church in the Southern Union territory as chief executive officer.

SCOPE OF RESPONSIBILITY:

- Provide spiritual leadership, vision, and coordination for the mission of the Seventh-day Adventist church in the Southern Union.
- Chair various boards and committees, including the Southern Union Executive Committee, SU K-12 Board, SU Administrative Committee, Southern Adventist University Board, and Adventist University of Health Sciences Board.
- Serve as a member of boards of the Adventist Health System, Andrews University, Loma Linda University, Oakwood University, It Is Written, and Review and Herald. Attend board and committee meetings of the Southern Union local conferences, North American Division and General Conference.
- Preach, encourage, evangelize, nurture, serve, and communicate as needed throughout the Southern Union, North American Division, and General Conference territories.

RECOMMENDED EDUCATION/EXPERIENCE:

- Doctorate of Ministry degree. Experience as a pastor, departmental director or other type of administrative position serves as a plus.

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 and abroad 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.