

SOUTHERN UNION CONFERENCE

Job Description



Job Title:	Women’s 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:	Women’s Ministries	Part Time <u> </u>	Exempt <u> X </u>
Reports To:	Executive Secretary	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

The Women’s Ministries Director serves as a resource for the local conference directors and church leaders and as a liaison between the conference directors and the North American Division Women’s Ministries Director. To direct the department that ministers to the spiritual, physical, social, emotional, and intellectual needs of women in the Southern Union.

- SCOPE OF RESPONSIBILITY:**
- Chair the Southern Union Women’s Ministries Committee.
 - Provide leadership training seminars and workshops for Women’s Ministries personnel at the conference and church levels.
 - Promote spiritual growth among women in the church (Bible study, meditation and prayer).
 - Promote small group ministries.
 - Assist women in identifying their spiritual gifts and inspire them to cultivate their gifts for use in the church’s mission.
 - Function as a resource person for conference and local church Women’s Ministries Director’s and leaders.
 - Provide evangelism training for conference Women’s Ministries Directors and selected local church Women’s Ministries leaders.
 - Encourage women to accept opportunities for service and leadership in the church.
 - Provide educational materials and promote awareness about abuse in its various forms.
 - Accept speaking engagements and serve as seminar presenter for Women’s Ministries conferences/retreats and local churches.
 - Attend and support local conference activities, events, workshops, seminars, and conferences.
 - Promote education, spiritual growth and bonding among young women in the church.
 - Organize and facilitate the Women’s Ministries meeting at annual Administrative and Departmental Council.
 - Plan, organize, and implement union-wide events within the Southern Union territory.
 - Be mindful of cultural diversity and needs when planning union events.
 - Assist conferences in achieving their objectives for the women in their constituency.
 - Promote a reclamation program to reclaim women who have left the fellowship of the church.
 - Affirm women who serve the church as lay-persons, denominational employees and in pastoral ministry.
 - Encourage Seventh-day Adventist women authors and editors to write for the Women’s Devotional book and in other publications.
 - Communicate and respond to telephone calls, emails, and correspondence.
 - Perform secretarial and office duties for department in preparation for Women’s Ministries events and conferences.
 - Manage and ensure the departmental operations are within the annual budget.
 - Function as a liaison between conference directors and the NAD Department of Women’s Ministries.
 - Serve as a member of the NAD Women’s Ministries Executive and Advisory Committees.

- Promote all special days designated by General Conference and NAD.

SCOPE OF RESPONSIBILITY: (continued)

- Assist in planning, organizing, and implementing the direction of Women’s Ministries in North America.
- Prepare annual reports on Women’s Ministries activities in the Southern Union for the NAD.
- Coordinate the GC/NAD collegiate scholarship program for young women attending universities within the Southern Union territory.
- Produce articles for the Southern Tidings as requested.
- Maintain a close liaison with the Administration through open communication.
- Other responsibilities as assigned by Executive Secretary.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor’s degree in related field.
- Minimum of four years of experience as Women’s Ministries Director at the local conference level.

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.

Ability to utilize technology to facilitate the work of the department and to accomplish various tasks.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS:

Contact with conference Women’s Ministries directors, local church leaders, and lay persons, as well as Southern Union personnel at all levels, the North American Division Women’s Ministries director and personnel of outside organizations. 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