

# SOUTHERN UNION CONFERENCE

## Job Description



|                    |  |                                |                                      |
|--------------------|--|--------------------------------|--------------------------------------|
| <b>Job Title:</b>  | <b>Youth &amp; Young Adult, Children’s Ministries Director</b> | <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> | Youth & Young Adult, Children’s 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 primary role of the Youth and Young Adult Director is to provide support and consultation for youth leaders of constituent conferences and participate in local conference activities that involve Youth, Young Adults, Pathfinders, Adventurers, Little Lambs, Eager Beavers, Youth Camp Ministries, Public University Ministries, and National Service Organization.

The responsibility of the Children’s Ministries Director is to provide support and ministry opportunities to the union and local conference’s within the Southern Union territory. The director, in cooperation with local conference directors, helps determine and direct the mission and goals of Children’s Ministries in the Southern Union. Support local conference Sabbath School programs and provide resources and training that will complement and strengthen local programs across the Southern Union.

### SCOPE OF RESPONSIBILITY:

#### YOUTH & YOUNG ADULTS:

- A resource person for conference youth leaders, giving counsel, assistance, and leadership training as needed.
- Coordinate & facilitate Academy Bible, Prayer & Leadership Conferences, and Union Camporees.
- Encourage Adventist students attending public universities and high schools; providing support to retreat and outreach programs.
- Provide support at NAD events, committees, camporees, etc.
- Develop and produce resource materials in response to the felt needs in the Union.
- Serve on local conference and NAD committees as requested.
- Prepare and present materials to youth leaders at the Southern Union Departmental Meetings.
- Build a team spirit of Christian unity within Union youth leaders.
- Responsible for planning and implementing the Collegiate Commitment weekends for Oakwood University and Southern Adventist University.
- Organize the Annual Youth Director’s Pancake Feed at Southern Adventist University

#### CHILDREN’S MINISTRIES:

- Assist local conferences in training events at conventions, camp meetings, etc.
- Provide lower division teachers at Union events where children are present.
- Provide support for conference and local leaders when needed through speaking, council, and programs.
- Represent union on NAD and local conference related boards and committees.
- Train local conference leaders in promoting and implementing Sabbath school leaders/teachers and VBS workshops.
- Prepare and present materials to Children’s Ministry leaders at the Union Departmental meeting.
- Develop and produce resource materials as needed.
- Foster and promote a positive team spirit within the Children’s Ministries leaders.
- Other responsibilities as assigned by the President or Union Committee.

**RECOMMENDED EDUCATION/EXPERIENCE:**

- Bachelor's degree with ordination credentials preferred.
- Four years' experience in a leadership position within the SDA organizational structure.
- Advanced experience working with Adventist youth.

**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