



## JOB DESCRIPTION

**JOB TITLE:** Vice President **DATE:** June 26, 2019  
**DEPARTMENT:** Administration **REPORTS TO:** Executive Committee  
**CLASSIFICATION:** Exempt, Full-Time (SOC11-1011 AF04)

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### POSITION SUMMARY

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team. Engage in the mission of the Administrative Committee to identify, resource, coach, support, protect and hold accountable creative leaders who comprise our network.

Serve as an executive officer of the Conference to assist the president in development and implementation of strategic plans and initiatives as well as perform the general work of the Conference.

### ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Serve as a member of the Executive Committee (ExCom), Administrative Committee (AdCom), Personnel Committee and Human Resources Committee.
3. Preside at ExCom meetings in the absence of the president, executive secretary and treasurer.
4. Serve as recording secretary for the executive officers' meetings.
5. Serve as the chair of the Literature Ministries Committee.
6. Serve as director of Adventist Community Services, Disaster Response, Religious Liberty and Hope for Humanity (Ingathering) departments.
7. Serve as vice chair of the Board of Education.
8. Serve as an invitee of the Budget and Finance Committee.
9. Serve as coordinator of Global Mission.
10. Serve as coordinator for "Share Him" ministry for the Conference.
11. Serve as a member of the Constituency Steering and Leadership Committee. Provide a written report to the delegates of the regular Conference constituency sessions.

12. Oversee all Conference-wide evangelism including the "Claim L.A." program
13. Supervise the preparation of letters and documents for Religious Liberty.
14. Supervise executive assistant, and the coordinator and assistant coordinator of Literature Ministries.
15. Supervise the application process for the following:
  - a. Employees' travel request for approval by AdCom.
  - b. Church health & spirituality Initiative.
  - c. Evangelism endowment for the Conference.
16. Work with the officers on disciplinary actions as needed.
17. Comply with policies and procedures of the Conference, including but not limited to those in the employee handbook and the North American Division Working Policy.
18. Perform other duties as assigned.

## **REQUIRED QUALIFICATIONS**

To perform this job successfully, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Possess a proven track record of effective leadership, judgment, collaboration and learning, and character above reproach, and
- Meet the requirements listed below.

### **Education and Experience**

Undergraduate college degree from a recognized institution and a Master of Divinity degree from a Seventh-day Adventist institution is required. A minimum of ten (10) years of denominational, administrative and leadership experience is required.

### **Competencies**

- Adherence to the ministerial code of ethics
- Strategic-thinking skills.
- Results-oriented in leading and motivating others, and in setting goals.
- High level of emotional and social intelligence.
- Value teamwork.
- High level of accountability.
- Understanding of business and financial aspect.
- Current on significant aspects affecting the Conference.
- Problem-solving and analytical skills.
- Highly organized; able to prioritize, delegate, and oversee multiple projects and direct reports.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Operational knowledge of the Seventh-day Adventist Church structure and policies.
- Computer literacy in Microsoft Office Suite and internet search engines.
- Discreet; able to maintain strict confidentiality of privileged information.

**Personality Traits**

Professional, excellent work ethic, flexible, discreet, approachable, proactive, dependable.

**Certificates, Licenses, Registrations**

Ordained ministerial credential

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand, walk, use hands and fingers, reach with arms, talk and hear. The employee is occasionally required to climb, balance, stoop and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color and peripheral vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The noise level in the work environment is usually moderate. Extended hours and travel will be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.