



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Vice President	<b>DATE:</b>	May 15, 2019
<b>DEPARTMENT:</b>	Administration	<b>REPORT TO:</b>	Executive Committee
<b>STATUS:</b>	Exempt Full-Time		

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### JOB SUMMARY

Support the president in fulfilling Southern California Conference's vision: "Embracing Community in Christ"; mission: "To exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools"; and values: "1) Integrity with Transparency, 2) Engagement, 3) Stewardship, 4) Unity in Diversity, 5) Relationships & Team". In addition to achieving 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 SCC.

### ESSENTIAL DUTIES & RESPONSIBILITIES

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. Serves as the chair of the literature ministry committee.
6. Serve as director of Adventist Community Services, Disaster Response, Religious Liberty, 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.

#### **QUALIFICATION REQUIREMENTS**

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily and must be a member of the Seventh-day Adventist (SDA) church in good standing.

\*\* The requirements listed below are representative of the knowledge, skill and/or ability required and physical and mental demands.

#### **Education and/or Experience**

4-year college (BA/BS) and Master of Divinity (M.Div.) from an SDA institution is required. A minimum of ten (10) years of denominational work and leadership experience.

#### **Core Competencies**

- A proven track record of effective leadership, judgment, collaboration, learning and character above reproach.
- Possess an understanding of the SDA church organization, its policies, and procedures.
- Adherence to the ministerial code of ethics
- High level of emotional intelligence.
- Strong verbal, written, and interpersonal skills.
- Highly organized in prioritizing work and meeting deadlines.
- Aptitude to relate to and engage diverse peoples and cultures.

#### **Other Knowledge, Skills and Abilities**

- Computer literacy in Microsoft Office Suite and Internet search engines.
- Respect strict confidentiality of privileged information.

**Required Personality Traits**

Professional, excellent work ethic, flexible, tactful and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, good sense of humor, appropriate, decorous, and modest attire.

**Certificates, Licenses, Registrations**

Ordained ministerial credential

**PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with arms; and talk and hear. The employee is occasionally required to climb or balance and stoop or 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 vision, peripheral vision and ability to adjust focus.

**WORK ENVIRONMENT**

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

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