

**Southeastern California Conference
JOB DESCRIPTION**

TITLE:	Conference Secretary	DATE:	October 5, 2004
DEPARTMENT:	Administration	REPORT TO:	Conference Executive Committee
STATUS:	Full-time, Exempt	RATE:	104%

SUMMARY: The Conference Secretary works with the Conference President and Conference Treasurer in the operation and strategic planning of the Conference Administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, develops and implements, in conjunction with the other two administrative officers, long range goals and objectives in accordance with Executive Committee directives and Constituency guidelines.
2. Works with conference administrative officers and human resources director in reviewing, approving and processing all "calls for workers".
3. Provides counsel and advice to members, pastors or churches that are experiencing internal or pastoral problems.
4. Arranges for conciliation procedures and panels when requested.
5. Maintains full and complete record of the proceedings of the Executive Committee and the Constituency Session.
6. Countersigns all papers and documents that require the Secretary's signature.
7. Administers and supervises the work of local church clerks relating to membership transfers, baptisms, deaths, etc.
8. Approves and issues credentials and licenses to all eligible workers.
9. Assists in organizing Conference functions such as: workers' meeting; convocation; ordination; quadrennium; special services, etc.
10. Participates in various speaking appointments such as camp meetings, weeks of prayer, evangelistic crusades, preaching in churches, church dedications, ordinations, worker meetings, etc.
11. Reviews and recommends the development of local church organizations to the Executive Committee, such as; branch Sabbath school, affiliate groups, companies, churches.
12. Reviews and recommends the implementation of the church viability policy.
13. Supervises the production of the yearly Conference Directory
14. Provides baptismal, ordination and other official conference forms.

15. Provides the Ministry Magazine to all Pastors, Associate Pastors, Bible Instructors, Departmental Directors and Chaplains.
16. Participates in Administrative Officers Meetings.
17. Serves in various committees at the Conference, Union and General Conference:

Administrative Council	Education In-house
Administrative Officers	Human Relations Committee (NAD)
Bylaws Committee	Insurance Committee
Calexico Board	Investment Committee
Church Ministry Committee	Master Planning Committee
Conference Executive Committee	Ordination Committee
Departmental Directors	PATS Board
Divorce & Remarriage Committee	Personnel Committee
Education Board, Chairperson	Pine Springs Ranch Board, Chairperson
18. Reviews and approves the materials for the update of the Yearbook and submit to the Union Office.
19. Provides for the development of the master calendar and monthly calendar.
20. Exercises all powers and duties appropriate to the Office of Secretary consistent with the Bylaws, the direction of the Executive Committee and the will of the Constituency.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability required, physical and work environment.

Education and/or Experience

Master of Divinity (M.Div.) or its equivalent and five years experience is desired (an equivalent combination of education and experience may be substituted).

Language Skills

Ability to read, analyze and interpret documents. Ability to respond effectively to the most sensitive inquires or complaints. Ability to write sermons and articles using original or innovative techniques or style. Ability to make effective and persuasive sermons and presentations to church congregations, church leaders, public groups and/or boards.

Mathematical Skills

Knowledge of basic math.

Reasoning Ability

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

Certificates, Licenses, Registrations

Ministerial Credential, Ministerial License or Commissioned Ministerial Credential.

Other Skills and Abilities

Ability to perform the sacraments of the church. Must have pastoral counseling skills, the ability to provide spiritual guidance and the ability to relate to diverse groups of the people (cultural; gender; age; etc.) and be confidential. Ability to be a team player and work in a team work environment.

Physical Demands

Frequently required to stand, walk, sit, talk and hear. Specific vision abilities required by this job include close vision and distance vision.

Work Environment

The work environment is usually in an office, church or home setting with moderate noise level.

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

Southeastern California Conference

JOB DESCRIPTION

TITLE:	Conference Secretary	DATE:	August 12, 1996
DEPARTMENT:	Administration	REPORT TO:	Conference Executive Committee
HOURS:	Full-time	RATE:	154%

STATUS: Exempt

SUMMARY: The Conference Secretary works with the Conference President and Conference Treasurer in the operation and strategic planning of the Conference Administration

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, develops and implements, in conjunction with the other two administrative officers, long range goals and objectives in accordance with Executive Committee directives and Constituency guidelines.
2. Administers the recruitment and placement process of pastoral personnel. This includes, but is not limited to: the interview of prospective ministerial interns and pastors seeking employment at Southeastern; recommending names to churches for interview; assisting the churches with the interview process (questions, references); recommending pastoral transfers; assisting the Vice Presidents with their pastoral personnel placement process; etc.
3. Works with conference administrative officers and human resources director in reviewing, approving and processing all "calls for workers".
4. Provides counsel and advice to members, pastors or churches that are experiencing internal or pastoral problems.
5. Arranges for conciliation procedures and panels when requested.
6. Maintains full and complete record of the proceedings of the Executive Committee and the Constituency Session.
7. Countersigns all papers and documents that require the Secretary's signature.
8. Administers and supervises the work of local church clerks relating to membership transfers, baptisms, deaths, etc.
9. Approves and issues credentials and licenses to all eligible workers.
10. Assists in organizing Conference functions such as: workers' meeting; convocation; ordination; quadrennium; special services, etc.
11. Participates in various speaking appointments such as campmeetings, weeks of prayer, evangelistic crusades, preaching in churches, church dedications, ordinations, worker meetings, etc.
12. Reviews and recommends the development of local church organizations to the Executive Committee, such as; branch Sabbath school, affiliate groups, companies, churches.
13. Reviews and recommends the implementation of the church viability policy.
14. Supervises the production of the yearly Conference Directory
15. Provides baptismal, ordination and other official conference forms.

16. Provides the Ministry Magazine to all Pastors, Associate Pastors, Bible Instructors, Departmental Directors and Chaplains.
17. Participates in Administrative Officers Meetings.
18. Serves in various committees at the Conference, Union and General Conference:

Administrative Council	Education In-house
Administrative Officers	Insurance committee
Association Board	Investment Committee
Building Committee	Lay Advisory
Calexico Board	Master Planning Committee
Conference Executive Committee	Minority Committee
Departmental Directors	Ordination Committee
Divorce & Remarriage Committee	San Pasqual Board
Education Board	Stahlheber Board

19. Reviews and approves the materials for the update of the Year Book and submit to the Union Office.
20. Coordinates the work of the Lay Advisory Committee.
21. Provides for the development of the master calendar and monthly calendar.
22. Exercises all powers and duties appropriate to the Office of Secretary consistent with the Constitution, the direction of the Executive Committee and the will of the Constituency.

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