

Southeastern California Conference  
**JOB DESCRIPTION**

**TITLE:** Conference President                      **DATE:** October 5, 2004  
**DEPARTMENT:** Administration                      **REPORTS TO:** Conference Executive Committee  
**STATUS:** Full-time, exempt                      **RATE:** 108%

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**SUMMARY:** The Conference President works with the Conference Secretary 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. Reviews progress and status of objectives and revises in accordance with current conditions.
4. Plans and develops programs designed to improve the image and relationship of the conference with its constituents.
5. Convenes Conference Sessions and meetings of the Executive Committee, as provided by the Bylaws.
6. Presides at Conference Sessions and meetings of the Executive Committee, except at such times as the office of President is considered.
7. Participates with the other two officers in the planning and coordination of all Conference programs.
8. Signs all papers and documents that require the President's signature.
9. Fosters and facilitates all branches of the work of the Conference.
10. Counsels and advises pastors and churches that are experiencing internal or pastoral problems.
11. Participates in various speaking appointments such as camp meetings, weeks of prayer, evangelistic crusades, preaching in churches, church dedications, ordinations, workers meetings, etc.
12. Serves on various committees at the Conference, Union, General Conference and their entities:

Administrative Council, Chairperson	Investment Committee
Administrative Officers	La Sierra University Board of Trustees
Calxico Board	Pacific Union Conference Executive Committee
Conference Executive Committee, Chairperson	Pacific Union Conference President's Committee
Church Ministries Committee	Paradise Valley Hospital Board
Departmental Directors, Chairperson	PATS Board
Education Board	PATS In-House
Gender Inclusiveness Task Force	Personnel Committee, Chairperson
Human Relations (NAD)	Pine Springs Ranch Board
Insurance Committee	South Coast Medical Center Board

13. Participates in Administrative Conference Officers Meetings.
14. Reviews and approves "calls" for pastoral workers in conjunction with the other two officers.
15. Reviews, approves and writes articles for the quarterly church officers' newsletter.
16. Exercises all powers and duties appropriate to the office of President 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 people (cultural, gender; age, etc.) and be confidential. Ability to be a team player and work in a team work environment.

**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 hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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.**