

Southeastern California Conference
JOB DESCRIPTION

TITLE:	Vice President for Asian/Pacific Ministries	DATE:	October 1, 2010
DEPARTMENT:	Administration	REPORTS TO:	Administrative Officers
STATUS:	Full-time, exempt	RATE:	103%

SUMMARY: This position e Vice President for Asian/Pacific Ministries/Sabbath School works as an Associate Officer in the operation of the Conference Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, develops and implements, in conjunction with the administrative officers, a strategic plan for the Asian/Pacific work of the conference.
2. Directs and coordinates activities with the Asian/Pacific/ pastors and churches to achieve the conference goals and objectives.
3. Confers with administrative officers to review achievements and discuss required changes in goals or objectives.
4. Assists the Conference Officers as a spokesperson for Asian/Pacific interests and needs of both laity and pastors.
5. Interviews and recommends placements or transfers of Asian/Pacific personnel to conference administration.
6. Counsels with Asian/Pacific workers in developing their professional growth path.
7. Provides counsel and advice to Asian/Pacific members, pastors or churches that are experiencing internal or pastoral problems.
8. Provides a vehicle of communication, such as newsletters, videos, etc., between Conference Officers and Asian/Pacific workers and constituents.
9. Prepares and provides materials needed by the workers and laity in order to facilitate their work.
10. Plans and directs programs with the various departments of the conference office for the advancement of the Asian/Pacific work.
11. Plans, organizes, and directs the Asian/Pacific Workers Meeting and Asian/Pacific Advisory Committee.
12. Prepares and monitors the Asian/Pacific Ministries budget in consultation with financial administration.
13. Participates in various speaking appointments such as Asian/Pacific Camp Meeting, Weeks of Prayer, Evangelistic Crusades, Preaching in Churches, Church Dedications, Ordinations, Workers Meetings, etc.
13. Participates in Conference Officers meetings.
14. Directs and coordinates the activities of the Sabbath School Department including workshops and VBS.

15. Serves on special assignments as requested by the Officers.
16. Serves on various committees at the Conference, Union and General Conference:

Administrative Council Committee	Education Board
Asian/Pacific Coordinator Committee, Chair	Ethnic Coordinator Committee, Chair
Church Ministries Committee	Officers Meeting
Church Membership Committee, Chair	PATS Board
Conference Executive Committee	Personnel Committee
Credential/License Review Committee	Pine Springs Ranch Committee

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 pastoral 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

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.**