

Southeastern California Conference  
**JOB DESCRIPTION**

<b>TITLE:</b>	Vice President for Black Ministries, Community Services, Ingathering, Inner City	<b>DATE:</b>	October 5, 2004
<b>DEPARTMENT:</b>	Administration	<b>REPORT TO:</b>	Administrative Officers
<b>STATUS:</b>	Full-time, exempt	<b>RATE:</b>	103%

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**SUMMARY:** This Vice President for Black Ministries 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 conference administrative officers, a strategic plan for the Black work.
2. Directs and coordinates activities with the Black pastors/churches to achieve the conferences 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 Black interests and needs of both laity and pastors.
5. Interviews and recommends placements or transfers of Black personnel to conference administration.
6. Counsels with Black workers in developing their professional growth path.
7. Provides counsel and advice to Black 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, Black 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 Black work.
11. Plans, organizes, and directs the Black Workers Meeting and Black Advisory Committee.
12. Prepares and monitors the Black Ministries budget in consultation with financial administration.
13. Participates in various speaking appointments such as Black Camp Meeting, Weeks of Prayer, Evangelistic Crusades, Preaching in Churches, Church Dedications, Ordinations, Workers Meetings, etc.
14. Participates in Conference Officers meetings.
15. Directs and coordinates the Community Service programs.

16. Directs and coordinates the Disaster Preparedness program for the Conference Office and coordinates with FEMA for assistance as needed.
17. Serves on special assignments as requested by the Administrative Officers.
18. Serves on various committees in the Conference, Union and General Conference:

Administrative Council Committee	Ethnic Coordinator Committee
Black Advisory Committee	Marriage & Divorce Committee
Black Coordinator Committee	Marriage & Divorce Committee
Building Committee	NAD Black Caucus
Church Membership Committee	Officers Meeting
Church Ministries Committee	Personnel Committee
Disaster Preparedness Committee, Chairperson	Pine Springs Ranch Board
Conference Executive Committee	SECC Black Caucus
Education Board	SECC Finance 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 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 logic 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.**