

- Southeastern California Conference

JOB DESCRIPTION

TITLE:	Vice President for Hispanic Ministries	DATE:	October 5, 2004
DEPARTMENT:	Administration	REPORTS TO:	Administrative Officers
STATUS:	Full time, exempt	RATE:	103%

SUMMARY: The Vice President for Hispanic Ministries works as an Associate Officer of the Conference Administration.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans, develops and implements, in conjunction with the administrative officers, a strategic plan for the Hispanic work in the conference.
2. Directs and coordinates activities with the Hispanic pastors/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 Hispanic interests and needs of both laity and pastors.
5. Interviews and recommends placements or transfers of Hispanic personnel to conference administration.
6. Counsels with Hispanic workers in developing their professional growth path.
7. Provides counsel and advice to Hispanic members, pastors or churches that are experiencing internal or pastoral problems.
8. Produces and edits the Hispanic quarterly news publication "ECOS DEL SURESTE".
9. Develops and translates literature relevant to the needs of the Hispanic constituency and serve as a bilingual translator.
10. Manages and distributes the inventory of Hispanic printed materials.
11. Prepares and provides materials needed by the workers and laity in order to facilitate their work.
12. Plans and directs programs with the various departments of the conference office for the advancement of the Hispanic work.
13. Directs the continuing education program for Hispanic workers in cooperation with the Institute for Hispanic Studies at Andrews University.
14. Plans, organizes, and directs the Hispanic Workers Meeting, Hispanic Advisory Committee and Hispanic Advisory Board for Evangelism.

15. Prepares and monitors the Hispanic Ministries budget in consultation with financial administration.
16. Participates in various speaking appointments such as Hispanic Camp Meeting, Weeks of Prayer, Evangelistic Crusades, Preaching in Churches, Church Dedications, Ordinations, Workers Meetings, etc.
17. Serves on various committees at the Conference, Union and General Conference:

Administrative Council Committee	Officers Meeting
Calexico Board Personnel Committee, Chairperson	Ordination Committee
Church Membership Committee	Pacific Press Board
Church Ministries Committee	Pine Springs Ranch Board
Conference Executive Committee	Hispanic Advisory Committee
Education Board	Hispanic Advisory Board of Evangelism
Ethnic Coordinator Committee	Hispanic Worker's Committee
Hispanic Coordinator Committee	Hispanic Youth Federation
Ministerial Advisory Committee	

18. Participates in Conference Officers Meetings
19. Serves on special assignments as requested by the Officers.

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 inquiries 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 environment. Must be able to speak, read and write Hispanic fluently.

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.**