

SOUTHERN CALIFORNIA CONFERENCE OF SEVENTH-DAY ADVENTISTS

JOB DESCRIPTION

Title of Position: PRESIDENT

Position Summary:

The President of the Southern California Conference of Seventh-day Adventist shall serve as chief executive officer of the conference and preside at conference constituency sessions and Executive Committee meetings.

Duties and Responsibilities:

1. Give spiritual leadership through personal example and public ministry.
2. Encourage employees and members to maintain the standards of the church.
3. Coordinate and supervise the work of officers, region directors, departmental directors and pastors to achieve the objectives of the conference.
4. Serve as chair of the Executive Committee and the Administrative Committee (ADCOM).
5. Serve as the chair or member of other committees and boards as requested by the Executive Committee, the Pacific Union Conference, the North American Division, or the General Conference, and to serve as the liaison between these organizations.
6. Plan with the conference Executive Committee:
 - Work with the Region Committees for soul winning and church growth through evangelistic, educational, literature, health, and other ministries of the church.
 - Review, refer or approve the region plan and implementation of recruitment, training, evaluation, and assignment of pastors, interns, and Bible instructors.
 - Strategic planning for accomplishing the mission of the conference.
 - Implementing actions of the conference Executive Committee.
7. Work with the conference treasurer, conference secretary and conference vice president in accomplishing the mission of the conference.
8. Affix the signature of this conference to all papers and instruments, in writing, that may require the same.
9. Provide a written report to the delegates of the regular conference constituency session.

Qualifications:

1. Must be an ordained/commissioned minister.
2. Must have pastoral experience.
3. Must exhibit capabilities for leadership and administration.
4. Must have sensitivity to people's concerns.
5. Must demonstrate sound financial management skills.