

JOB DESCRIPTION

TITLE:	Ministerial Director	DATE:
DEPARTMENT	Administration	REPORTS TO: Administration
STATUS:	Full-time, exempt	RATE: 100%

SUMMARY: Assists the Conference Officers in all aspects of Pastoral Relations such as: mentoring, counseling, pastoral development, etc.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Develops pastoral resources for personal and professional growth.
 - a) Maintains a growing resource library of loan-out materials, books and professional magazines.
 - b) Maintains an audio, video cassette, visuals and film library of materials for growth of pastors.
 - c) Develops documents and handouts to assist in the work of ministry.
2. Produces a newsletter for pastors.
3. Counsels with young pastors from college days through ordination.
 - a) Develops a relationship with ministerial candidates on the campuses of La Sierra University and Pacific Union College, via annual personal visitation.
 - b) Corresponds with students at Andrews University, and arranges for annual visits by the Ministerial Director or person selected by Administration.
 - c) Monitors practices check lists prior to ordination.
 - d) Conducts personal interviews annually to inform of intern progress.
 - e) Conducts growth programs and seminars for young pastors.
4. Serves as liaison with area SDA Ministerial Associations.
5. Counsels with pastors who are having personal or family problems.
6. Counsels with and assists pastors who are having doctrinal problems.
7. Conducts "Pastoral Start-up" Seminars for pastors moving to a new church or district.
8. Arranges for all details of ordination services.
9. Plans and conducts weekend seminars in churches in areas of expertise.
10. Works with Asian, Black and Hispanic pastors, in combination with the ethnic vice presidents, to avoid duplication.
11. Assists in planning workers' meetings or retreats and assists in planning locations for area workers' meetings.
12. Miscellaneous duties as assigned by the Conference 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 and physical and work environment.

Education and/or Experience

Master's of Divinity (M. Div.) or its equivalent and five years pastoral experience is desired. An equivalent combination of education and experience may be considered.

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

Must be eligible for Ministerial Credential, Ministerial License or Commissioned Ministerial Credential. Must have a drivers license and good driving record.

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/Work Environment

Frequently required to stand, walk, sit, talk and hear. Specific vision abilities required by this job include close vision and distance vision.

*** **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Serves on the following committees: Conference Executive Committee as a regular invitee, Administrative Committee, Church Ministries Committee, Personnel Committee, Insurance & Employee Benefits Committee, Union Ministerial Committee and the Divorce-Remarriage committee.