

# NORTH AMERICAN DIVISION

## JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

**TITLE OF JOB:** Director

**DEPARTMENT:** Sabbath School and Personal Ministries (NAD SSPM)

**SUPERVISOR:** Vice President, Regional Liaison/ Evangelism

**LOCATION:** Columbia, MD

**POSITION SUMMARY:** The Director serves as advisor and facilitator to all areas of the Adult Ministries program in the North American Division. This includes coordinating the functions and activities of the Sabbath School/Personal Ministries and Prison Ministries departments. Collaborates with Church Resources Consortium to develop appropriate and/or necessary resources. The director coordinates the activities of the Sabbath School & Personal Ministries Department with the total activities of the Seventh-day Adventist Church.

**AUTHORITY, ACCOUNTABILITY:** Authority as defined by the North American Division *Working Policy*. Responsible for directing the administrative activities of the Adult Ministries Department in accordance with the North American Division policy and objectives. Responsible to the corporate church body, through assigned Vice President, for administration of church policy in harmony with the beliefs of the Seventh-day Adventist Church. Director is responsible for recommending selection, transfer, and/or termination of department personnel following approval by the designated supervising Officer and appropriate administrative or human resources committee.

### ESSENTIAL JOB FUNCTIONS:

- Advises North American Division and division administrators concerning the work of Adult Ministries (Sabbath School, Personal Ministry, and Prison Ministry).
- Coordinates the work of Adult Ministries with that of other departments and services, and with the administration of the North American Division and in accordance with NAD Working Policy F 05 – *Adult Ministries Department Policies*.
- Collaborates with other NAD departments, ministries, and services.
- In consultation with NAD Treasury, ensures that the Adult Ministries Department operates within its assigned annual operating budget.
- Attends internal NAD office meetings, as assigned.
- Consults with Union and conference counterparts and other relevant ministries or networks in development of Adult Ministries initiatives, programs, and resources that may be meaningful for the local field.
- Guides in the preparation of resource materials for use by the Adult Ministries directors in the field.
- Conducts and facilitates Adult Ministries training workshops and conferences throughout the Division.
- Conducts monthly meetings with ministry coordinators.
- Liaises with Professional Services to oversee the communication channels initiated by the Adult Ministries Department (social media, website, webcast series, etc.)
- Supervises and collaborates with departmental personnel.
- Guides and coordinates activities of departmental personnel engaged in carrying out Adult Ministries responsibilities in accordance with the purposes, procedures, and policies of the *North American Division of the General Conference Working Policy*.
- Reviews workload, schedules, and projects of the Adult Ministries Department.
- Develops, motivates, and measures performance of departmental personnel.
- Obtains supervising Vice President's approval of any department-initiated contracts and fund-raising projects.
- Performs other duties as assigned by supervisor.

**EDUCATION/EXPERIENCE:** Bachelor's (BA/BS) degree or equivalent in theology or a related field required. Graduate degree preferred. Experience in administration at higher levels of church organization, i.e., director of the Adult Ministries department of conferences, unions, divisions, and/or denominational institutions.

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If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to [jobs@nadadventist.org](mailto:jobs@nadadventist.org) and follow instructions from response email.

*This notice will not expire until the position has been filled*

**Posted:**

**Thursday, April 21, 2022, at 5:30 p.m.**