

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: Assistant Director (Southern Region)

DEPARTMENT: Adventist Chaplaincy Ministries (NAD-ACM)

SUPERVISOR: Director

REMUNERATION GRADE/RATE: Regular Full-Time (Exempt)

LOCATION: Columbia, MD

The statements found in this job description are general in nature. The following information is not exhaustive and should not be construed as such. The contents of this document may be changed at the discretion of the organization and/or Director at any time.

POSITION SUMMARY: Serves as an Assistant Director for the Adventist Chaplaincy Ministries (ACM) Department, with delegated responsibility for conducting ACM operations in an assigned area of the North American Division. Responsibilities include representing the ACM Department to denominational entities and public organizations, visiting and supporting Adventist chaplains in their places of ministry, assisting with the ecclesiastical endorsement process, executing the operational mission of the National Service Organization, coordinating and/or providing pastoral care, resources and support for the spiritual well-being of Adventists in military-related and public service occupations, guiding Church leaders and members with current information about military service, and assisting in the resolution of accommodation of religious practice issues in the workplace.

AUTHORITY, ACCOUNTABILITY: Reports to the Director of Adventist Chaplaincy Ministries. Authority as delegated by supervisor. Responsible for assigned aspects of departmental field operations in designated area.

ESSENTIAL JOB FUNCTIONS:

- Represents the ACM Department to denominational entities, professional organizations and public institutions.
- Serves as the liaison for the ACM Department in communicating its mission, policies and interests to denominational leaders at the union and local conference levels, and as the Department's "eyes and ears" on the ground to enable it to better understand and meet the needs of Church members, ministers, leaders and chaplains.
- Establishes a "ministry of presence" in the local church and conference environments to deal with issues between Adventist chaplains and the Church.
- Plans and coordinates calendar for local ACM-related activities, events, programs, and visits.
- Assists in development of budget and manages allocated resources for ACM-related business, materials and travel.
- Administers distribution of ACM materials and resources in assigned geographic area.
- Coordinates with union and local conference educational superintendents and youth directors regarding ACM supplies, supports and concerns.
- Conducts ACM programs and training events in assigned geographic area.
- Makes professional visits to Adventist chaplains in their work settings and brokers chaplaincy programs and materials in assigned area.
- Mentors potential chaplains and assists ACM in the ecclesiastical endorsement process.
- Maintains contact with SDA schools, school chaplains and students in the area of their geographic responsibility.
- Makes periodic visits to SDA academy and college campuses to explain religious challenges to individuals who may consider enlisting in the military.
- Serves as a data gatherer and contact point for the Church in ministry to military members within the assigned geographical area of operation.
- Reports significant issues regarding religious accommodation and other identified military needs to the ACM Department for referral to PARL.
- Coordinates and/or conducts, as needed, Sabbath services for military personnel at local military installations.

- Works with individual SDA military members who have needs regarding religious accommodation.
- Assists commanders in their understanding of SDA faith requirements for religious accommodation.
- Maintains contact with SDA correctional chaplains.
- Arranges with the appropriate Church ministry for pastoral coverage of incarcerated Adventists in correctional facilities without an Adventist chaplain.
- Assists in meeting needs for information by local correctional staff and institutions regarding SDA beliefs, practices and faith requirements.
- Keeps in touch with SDA healthcare chaplains and administrators on Pastoral Care concerns within the healthcare space.
- Reports quarterly to the ACM Director and attends staff meetings and training conferences as required.
- Contacts student-led Adventist activities on public colleges and universities and coordinates support for them with Adventist Christian Fellowship and local churches.
- Assists students, municipal and federal civil servants in resolving faith conflicts on secular environments relating to Sabbath observance and work schedules, classes and examinations.
- Other duties and responsibilities as may be assigned or needed by the ACM Department.

EDUCATION/EXPERIENCE/CREDENTIALS: Must meet requirements for Chaplain level ecclesiastical endorsement. Board certification preferred but not required. Must possess current ordained ministerial or commissioned minister's credentials from the Seventh-day Adventist Church. Master of Divinity degree or equivalent is required, Doctorate preferred. Must have experience as a pastor and as an endorsed chaplain with sufficient understanding of all the chaplaincies, plus an extensive background in military chaplaincy, to work within the military system.

KNOWLEDGE AND SKILLS: Extensive knowledge of chaplaincy issues in all settings is required. Knowledge of church policies, governance and organization, and an ability to work in this system required. Must be proficient in dealing with human situations and working with chaplains, families and their supervisory personnel. Command of English language skills, including written and verbal, necessary. Highly developed leadership skills a must, along with the ability to create and implement resources and educational opportunities for chaplains. Must be capable in strategic thinking and planning and working toward development of a global chaplaincy network. A working capability of basic computer skills (Microsoft Office Excel, PowerPoint, and Word) is essential. Ability to work with church, government and endorsing body officials, chaplains, and their families.

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 and follow instructions from response email.

This position will remain available until filled.

Posted:

Wednesday, June 29, 2022