
Position:	Conference Secretary
Employer:	Seventh-day Adventist Church (Greater Sydney Conference) Ltd
Department:	Administration
Location:	4 Cambridge Street EPPING, NSW 2121
Revised:	7th April 2014

The Greater Sydney Conference office is the administrative headquarters of the Seventh-day Adventist Church for the Greater Sydney region in N.S.W. The focus of this office as a Christian organisation is the spreading of the Gospel of Jesus Christ and service to the community.

Section 1: Position Summary

The Role of the Conference Secretary is to

Work with the President and CFO with the general administrative oversight of the activities of the Church within the Conference, with particular focus on the secretariat.

Qualifications required

1. Must be a loyal, practising baptised member of the Seventh-day Adventist Church. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Must personally affirm the whole message of the Seventh-day Adventist Church and be wholly committed to its aims and objectives and to its world mission.
3. Possess a comprehensive working knowledge of the Church and its management.
4. Have proven experience in management within the Seventh-day Adventist Church.

Core Competencies

1. Advanced leadership skills.
2. Advanced knowledge of board and committee chairmanship and participation.
3. Advanced Conflict Resolution and negotiation skills

4. A comprehensive knowledge of the theology and religious practices of the SDA Church.
5. Effective communication, personnel and organisational skills including an understanding of cross-cultural issues.
6. A sound working knowledge of
 - a. Denominational procedures
 - b. South Pacific Division Working Policy
 - c. Conference Office Manual
 - d. Minister's Handbook
7. Able to accurately process a large volume of detailed communication in the form of
 - a. Letters, e-mails, and phone conversations
 - b. Minute keeping and processing
 - c. Human Resource Management
8. Relate well to people.

Professional Goals

1. To facilitate the successful carrying out of the Gospel commission.
2. To strive to ensure that every employee and member of the Church community is valued
3. To promote and facilitate the smooth running of the church throughout the Conference
4. To model, promote and nurture personal spiritual revival throughout the Conference in every church worker and member.
5. To promote church nurture and growth.

Section 2: Specific Responsibilities

1. Prepare agendas and record all proceedings of the Greater Sydney Conference Executive Committee, Administration Committee and Constituency Meetings and see that operations are within the established Constitution of the Conference.
2. Prepare agendas and record all proceedings of all affiliated entities established by the Greater Sydney Conference.
3. Present a report to all Constituency Meeting of the Conference as well as reporting to the constituency through the IntraSyd.

4. Prepare Administrative report for each Executive Committee with highlights from schools, churches, departmental directors, aged care and Conference administration.
5. Prepare agendas for all meetings where the Conference Secretary has been appointed the secretary of that particular committee and keep appropriate minutes of such meeting.
6. Assist the Conference President in implementing the operating policies of the Division and the Union within the jurisdiction of the Conference.
7. Assist the Conference President in implementing actions taken by the Executive Committee of the Conference.
8. Assist the Conference President in the supervision and operation of Conference institutions.
9. Attend school councils as indicated on the annual schedule from the Education Department.
10. Assist the Conference President in the direction and co-ordination of the activities of the Conference Departmental Directors and staff.
11. Serve as office manager of the Greater Sydney Conference office and be responsible for cleaning and ground maintenance [has this been negotiated with the CFO as it was maintenance was previously their role].
12. Be responsible to see that all church clerk reports are collated and forwarded to the Union Conference by the required time.
13. Counsel with church clerks in matters pertaining to their work as officers of the local church.
14. As church clerk for the Conference roll, be sure that all issues relating to the Conference roll are kept in order.
15. Maintain all records pertaining to the Secretary's office, such as personal service record files for all workers employed within the territory of the Conference, statistical records etc.
16. Assist as an officer of the Conference in the overall planning of building projects within the jurisdiction of the Conference.
17. Liaise with Conference Treasurer re any major items of repairs and maintenance to headquarters building and arrange for minor items of repairs and maintenance on such items as air conditioners. [is this as arranged with the CFO?]
18. Supervise the use of the basement.

19. Assist in the organisation of Conference wide events and be a back-up to make sure that these programs are professionally presented and take responsibility in consultation with the President and Treasurer regarding visiting speaker.
20. Become involved in ministers' meetings in consultation with the Ministerial Association Secretary and the Conference President.
21. Become involved in all projects and matters as delegated by the Conference President or Conference Executive Committee.
22. Assist Managing Director of Adventist Aged Care with appointment and recruitment of all senior positions with the villages.
23. Supervise and liaise with the Youth Department on matters pertaining to Volunteer Services.
24. To be involved with regular sermon presentations in local churches.
25. Responsible for office staffing, in consultation with the President, with the exception of the treasury staff.
26. Responsible for understanding the relevant Industrial Awards and Division Wages Schedule so as to prepare all employment contracts for employees of the Church and Schools Company.
27. Assist the Conference President with ministerial staffing.
28. Responsible for issuing all licences and credentials to all new staff and to all staff at the commencement of each quadrennial period.
29. Responsible for reporting to ASIC in relation to the Incorporated Entities.
30. Responsible for liaising with Immigration where employees need assistance / sponsorship with such.
31. Oversee the WH&S Coordinator in conjunction with the Chief Financial Officer.
32. Compile information and complete annual reports for all entities as required by the Workplace Gender Equality Agency (WGEA).

Section 3: Key Performance Indicators

1. Consistently reflects the mission and values of the Church.
2. Competently meets the specifications of the Job Description.
3. Consistently demonstrates sound judgment in decision-making.
4. Effectively manages the administrative functions of the Secretariat
5. Facilitates the effective running of the Conference.

6. Presents timely and up-to-date statistical reports of the Conference's progress.
7. Provides a high level of support and advice to the Conference President.
8. Provides timely and accurate Employment Advice and Employment Contracts.

Section 4: Committee and Board Membership

Conference Executive Committee – Secretary
Appointments Committee – Secretary
Seventh-day Adventist Church (Greater Sydney Conference) Ltd Board – Secretary
Seventh-day Adventist Schools (Greater Sydney) Ltd Board – Secretary
Seventh-day Adventist Aged Care (Greater Sydney) Ltd Board - Secretary
Administrative Committee (Unincorporated) – Secretary
Administrative Committee (Church Ltd) – Secretary
Administrative Committee (Schools Ltd) – Secretary
Administrative Committee (Aged Care Ltd) – Secretary
Ministerial Advisory Committee – Secretary
Adventist Health Advisory - Chairman
Constitution Committee – Chairman/Secretary
Real Estate Committee
Strategic Planning Committee (Church Ltd)

Section 5: Terms and Conditions

As per the South Pacific Division Working Policy and the Greater Sydney Conference Office Manual as amended from time to time.

Appointed by

The Greater Sydney Conference Constituency meeting or by the Conference Appointments Committee between Constituency meetings.

Term

This is an elected position. Subject to satisfactory performance you will hold office from the time you take up your duties until the next regular Constituency meeting or until your successor is elected to take up their duties. Because it is an elected position there can be no guarantee of continuing employment in this position beyond the next Constituency meeting. Constituency meetings are generally held at four-year intervals. Satisfactory performance appraisal results will not necessarily ensure re-election by the next Constituency meeting.

In the event that you are not re-elected, the Seventh-day Adventist Church (Greater Sydney Conference) Ltd will endeavour to locate other suitable employment for you. It will financially support you for a period of up to 6 months during that search, subject to you accepting a suitable position when offered to you. While the Church will endeavour to locate a position commensurate with your skills and experience, it is likely that the position offered:

- Would be equivalent to the position you held before you took up this elected position;
- Would not be another elected position;
- Could involve a transfer to a different location.

If another suitable position cannot be located within a period of 6 months, the Seventh-day Adventist Church (Greater Sydney Conference) Ltd would offer you a redundancy payment in accordance with the South Pacific Division Working Policy.

Location

Your primary place of employment will initially be at 4 Cambridge Street, Epping, NSW 2121, although you may be required to perform duties on a temporary basis at other sites.

The costs associated with a transfer of location will be reimbursed by your employer as outlined in the South Pacific Division Working Policy.

Responsible to

The Greater Sydney Conference President and Executive Committee.

Employees responsible to you

Personal assistant

Authority Level is

Second ranking officer.

Performance appraisal

Informal review after 3 months then formal appraisal at 12 - 18 month intervals.

Remuneration

As per the South Pacific Division Wages Ministerial Schedule (Australia)

Personal Commitment:

Being employed by the Seventh-day Adventist Church requires personal commitment to its mission and lifestyle. The holder of this position will reflect in their personal and professional life the Church’s Christian values, as referred to in the Greater Sydney Conference Office Manual and the South Pacific Division Working Policy.

Confirmation:

Name of the appointed person: _____

Signature of the appointed person: _____

Date of signing: _____

Signature of witness (Conference President): _____