

SOUTH ATLANTIC CONFERENCE of SDA

Professional Expectations for Departmental Directors

Professional expectations are values held by the organization and its employees to enrich the work environment and to ensure maximum efficiency in serving the constituency. We commit ourselves as Departmental Directors of the South Atlantic to the following professional ideals.

Departmental directors are elected at a Constituency Session or by the Executive Committee to oversee and direct a conference-wide ministry that provides support and resources to workers and churches/schools for effective nurture and community engagement with the love of Christ.

Office Operations

1. Office Hours
 - A. The SAC office is open Monday to Thursday, 8:00 AM to 6:00 PM
 - B. All full-time directors will be in the office on all workdays except when traveling for the Conference, or out on sick days, approved vacation, or PTO (absences should be processed through the Human Resources office) to service the needs of the conference constituents and be available to provide quality service to the field
 - C. Full-time directors may compensate for SAC-related weekend travel by taking off a workday from the office during the ensuing week
 - D. Directors and departmental secretaries, working together, shall ensure that their departments are covered at all times during SAC business hours

2. Office Meetings (attendance required)
 - A. Departmental Council – Monthly meetings will be held on the 2nd Wednesday at 9:15 AM in the Conference Room (part-time directors are asked to join virtually)
 - B. Department Secretaries/Office Staff – Bi-monthly meetings will be announced

3. Professional and Performance Expectations
 - A. SAC employees are Spirit-led servant leaders who recognized the Lordship of Jesus, the center of the gospel and the work of the Church and who carry out assigned roles and responsibilities with excellence
 - B. Full-time and part-time directors, assisted by the department secretary, will reply to all correspondence received from church members, conference workers, and others, no later than the next SAC business day
 - C. Manage Conference resources with frugality to achieve our strategic objectives
 - D. Relate to all members, and field workers, and fellow office workers with mutual respect and compassion

4. General Duties and Functions of Departmental Directors
 - A. Organize and chair a 7-to-9-member Advisory Council comprised of a diverse group of pastors and lay members for the purpose of inclusion and diversity in program planning, seeking the collective wisdom and support of others, and

providing a forum for others to develop leadership skills and contribute to the advancement of the department's work; be prepared to report on Advisory Council engagement at Departmental Council meetings (NOTE: Treasury and the Education Department are exempt from this requirement, in that they already function with a Finance Committee and Board of Education, respectively)

- B. Effectively communicate and collaborate with the assigned department secretary in a professional and efficient working partnership, and holding weekly meetings with the secretary to coordinate and plan for logistics, announcement, promotion, and execution of department programs and initiatives in harmony with the SAC Strategic Plan and as vetted by the department's Advisory Council and approved by ADCOM or the Executive Committee
 - C. Coordinate with department secretary to provide timely department information to the Communication team for the SAC website and social media platforms
 - D. Maintain and share with ADCOM monthly, a schedule of all visits, training events, speaking appointments, etc., with each language group throughout the Conference (this will help in ensuring that as many churches as possible receive visits by Conference representatives throughout the quinquennium)
 - E. Comply with SAC procurement and contract policies (e.g., purchases are limited to departmental budget balance and Treasury consultation; and noting that only the Executive Vice President is authorized to sign contracts for event venues, etc.)
 - F. Comply with Treasury requirements and deadlines before/after department events
 - G. Observe any applicable Adventist Risk Management event planning requirements
5. Working Relationships – Directors are expected to affirm and follow the SAC Office Workers Conflict and Dispute Resolution Protocol in the maintenance of healthy working relationships with colleagues and constituents

Strategic Planning and Task Follow-through

- 1. Strategic Alignment
 - A. Meet with ADCOM as scheduled to discuss and strategize concerning the implementation of director's ministry initiatives that are voted as part of the overall SAC Strategic Plan
 - B. Cooperate with the General Vice President's Office in ensuring strategic alignment for the successful implementation of the Conference's strategic plan
- 2. Tracking Strategic Results (conducted by Office of the General Vice President)
 - A. Director, Department Secretary, and Advisory Council participate in evaluations of department's strategic plan effectiveness conducted by Office of the Gen. VP
 - B. Cooperate with ADCOM in responding to local church needs for training and resources