

SOUTH ATLANTIC CONFERENCE of SDA

Professional Expectations for SAC Support Staff

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 Support Staff (staff) of the South Atlantic to the following professional ideals.

Staff are hired and assigned by the Administrative Committee (ADCOM) to assist and support administrators and directors who direct a conference-wide ministry that provides 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 staff 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 staff may compensate for SAC-related weekend travel by taking off a workday from the office during the ensuing week, in consultation with the administrator or director they are assigned to
 - D. Administrators, directors, administrative assistants/secretaries 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. 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. Assisted by the department secretary, full-time and part-time directors 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 Support Staff
 - A. Effectively communicate and cooperate with the assigned administrator or departmental director in a professional and efficient working partnership, and

attending weekly meetings with the assigned leader to coordinate and plan for logistics, announcement, promotion, and execution of department programs and initiatives

- B. Coordinate with assigned departmental director or administrator to provide timely information to the Communication team for the SAC website and social media platforms
 - C. Comply with Treasury requirements and deadlines before/after department events
 - D. Observe any applicable Adventist Risk Management event planning requirements
5. Working Relationships – Staff 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