

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: Associate Director for Armed Forces, Law Enforcement, Corrections, and Community

DEPARTMENT: Adventist Chaplaincy Ministries (NAD-ACM)

SUPERVISOR: Director

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

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

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: Responsible for conducting ACM operations for 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 Adventist Chaplains in the armed forces law enforcement, correctional institutions and community, guiding Church leaders and members with current information about military service, and assisting with the resolution of religious accommodation 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.

ESSENTIAL JOB FUNCTIONS:

- Advises and consults with the Director on current policies, regulations, and emerging issues regarding chaplaincy.
- Maintains availability for ACM speaking assignments
- Represents the ACM Department to denominational entities, professional organizations, armed forces, law enforcement, correctional and community institutions.
- Serves as the liaison for the ACM Department in communicating its mission, vision, policies and interests to denominational leadership at the union and conference levels.
- Advises union and conference leadership on current policies, regulations and emerging issues regarding chaplaincy in the Armed Forces, law enforcement, correctional and community institutions.
- Advises union and conference NSO leadership regarding activities, resources, and emerging policies.
- Assists chaplains on the ordination track in collaboration with union and conference leadership.
- Mentors prospective chaplains and assists applicants in the ACM ecclesiastical endorsement process.
- Administers distribution of ACM materials and resources.
- Visits Adventist chaplains in their work settings.
- Advises union and conference leadership, educators, and students regarding the church's position on military service and careers in the armed forces.
- Serves as a point of contact for Adventist chaplains and their families in Armed Forces, law enforcement, correctional and community institutions.

- Reports significant issues regarding religious accommodation and other identified military needs to the ACM Department for referral to Public Affairs and Religious Liberty (PARL).
- Assists Seventh-day Adventists in the armed forces with religious accommodation issues.
- Coordinates and/or conducts, as needed, Sabbath services for military personnel at local military installations.
- Maintains contact and visitation with SDA correctional, law enforcement, and community chaplains.
- Coordinates pastoral coverage with the appropriate Church ministry for incarcerated Adventists in correctional facilities without an Adventist chaplain.
- Assists with providing information to local correctional staff and institutions regarding SDA beliefs, practices, and faith requirements.
- Serves on related boards and committees as assigned.
- Participates in monthly ACM committee and team meetings.
- Participates in virtual and in-person professional development planning and training.
- Demonstrates fiscal responsibility by ensuring ACM-related travel and other job-related expenses are within the designated operating budget.
- Performs other duties and responsibilities as may be assigned or needed by the ACM Director.

National Service Organization/ NSO

- Assists the department Director in advising union and conference NSO leadership regarding activities, resources, and current emerging policies.
- Provides spiritual support, encouragement, and resources for Seventh-day Adventists in the armed forces.
- Collaborates with the department Director in planning in person and virtual retreats for services members and their families OCONUS -Outside Continental United States in Japan and Europe.
- Advises church leadership, members, educators and students with information about the church's position on military service.
- Reports significant issues regarding religious accommodation and other identified military needs to the ACM Department for referral to Public Affairs and Religious Liberty (PARL).
- Assists Seventh-day Adventists in the armed forces with religious accommodation issues.

EDUCATION/EXPERIENCE/CREDENTIALS: Must meet requirements for Chaplain level ecclesiastical endorsement. Board certification preferred. 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 a minimum of 7 years' experience as a pastor and as an endorsed United States military chaplain with sufficient understanding of all the disciplines of chaplaincy. If applicable, must possess an honorable discharge from the United States military. Military rank of O-4 or higher required.

KNOWLEDGE AND SKILLS: Extensive knowledge of chaplaincy issues in all settings is required. Knowledge of church policies, governance, organization, and proficiency in working with chaplains, families and their supervisory personnel. Highly developed leadership skills a must, along with the ability to create and implement resources and educational opportunities for chaplains. Ability to work with church, government, and endorsing body officials.

Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Exhibits extensive initiative; demonstrating originality and innovation to aid director in planning and organization. Requires the ability to evaluate priorities, maintain neatness and order, organize and exhibit a pleasant disposition in dealing with others. Requires accuracy and attention to detail. Requires a strong work ethic and the ability to self-judge work for quality assurance. Position requires keyboard speed and accuracy. Requires computer proficiency required, including the following computer skills—MS Word, Excel, Outlook, PowerPoint.

Must have the ability to work under pressure and with numerous interruptions. Absolute confidentiality required at all times. Excellent written and verbal communication skills required. Excellent knowledge of English usage (spelling, grammar, punctuation, etc.).

CONTACTS, ORGANIZATIONAL AND RELATIONSHIPS: Contact with many people, both internally and externally. Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division and outside personnel daily. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and professionalism in all forms of communication. Individual must exhibit ability to handle confidential information/situations and maintain high degree of loyalty and support for supervisor, department, North American Division and Seventh-day Adventist church.

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:

Tuesday, November 21, 2023