



# South Carolina Christian Action Council, Inc.

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## **JOB DESCRIPTION**

### **EXECUTIVE MINISTER AND CEO**

Under the direction of and with guidance from the Board of Directors, the Executive Minister & CEO carries out the mission of the South Carolina Christian Action Council, within parameters defined by the by-laws, mission statement, and other regulatory documents. The Executive Minister and CEO is responsible to the Board of Directors of the Council.

#### **QUALIFICATIONS:**

The Executive Minister & CEO must be

1. an ordained minister or equivalent in a member body of the Council and have a Master of Divinity degree or the equivalent education degree;
2. prepared to show a minimum of three years leadership experience in a ministry;
3. committed to ecumenism;
4. a self-motivated individual with demonstrated ability to work with all people;
5. proficient in planning, organizing, fund-raising, and communicating;
6. competent in administration, including working in a team situation, and in the delegation of authority and responsibility;
7. able to work collaboratively within the full Interreligious community; and
8. dedicated to relating to the state's legislative process.

#### **DUTIES AND RESPONSIBILITIES:**

1. Lead the development of vision and direction for the Council
2. Promote and publicize the mission of the Council throughout South Carolina
3. Maintain an awareness of social justice issues in the state
4. Design, promote, execute, and evaluate programs in cooperation with the Ministry and Working Groups of the Council to advocate for its goals and objectives
5. Collaborate with other organizations and groups to fulfill the Council's mission;
6. Coordinate with member judicatories to ensure maximum involvement from and service to participating denominations
7. Ensure the development of a stable financial base for the Council
8. Oversee the administration of the Council including
  - record keeping;
  - financial management;
  - recruitment, supervision, and evaluation of staff and volunteers
  - establishment and monitoring of staff schedules and priorities; and
  - preparing and sending the Annual Report to the executives of the member bodies
9. Demonstrate effective use of current technologies
10. Perform other duties as assigned by the Council