



Seventh-day  
Adventist Church™

*South Pacific*

# A Theology Graduate's Guide to Applying for Ministerial Employment in the Seventh-day Adventist Church 2023



## Seeking denominational employment?

Theology graduates from Avondale University are invited to apply for ministerial employment opportunities with the Seventh-day Adventist Church in the South Pacific Division (SPD).

The South Pacific Division (Division) is the administrative entity of the worldwide Seventh-day Adventist Church responsible for the South Pacific region. The Division supports four unions, each of which administers conferences and/or missions. Local churches and the work of the local church pastor is administered by the local conference/mission. Institutions include Sanitarium, Life Health Foods, Avondale University, Pacific Adventist University, Adventist Healthcare, Sydney Adventist Hospital and Adventist Media. The Seventh-day Adventist Church in the South Pacific has 567,139 members, in 2,195 churches and 4,062 companies in Australia, New Zealand, Papua New Guinea, Fiji and the other island nations that make up the Division\*.

The vision of the Seventh-day Adventist Church in the South Pacific is to be a thriving Adventist movement, living our hope in Jesus and transforming the Pacific. Our purpose is to inspire hope and wholeness of life in our communities.

\*(General Conference of Seventh-day Adventists Office of Archives, Statistics and Research Annual Statistical Report Volume 2, 2020)

## Applicants

As graduands you will be solely responsible for meeting all the requirements of the application process as outlined in the application form, so be diligent and judicious in your attention to all the details of your application. Omissions, errors and inaccuracies will affect perceptions of prospective employers. Use examples in your application and interview that demonstrate professionalism, your scholarship and a sense of your calling to ministry.

This document outlines the stages of the application process and provides some helpful advice. The processes outlined in this document are governed by the South Pacific Division of the Seventh-day Adventist Church.

Employment with the Church implies an understanding of its purpose and a commitment to its mission. Students genuinely interested in denominational employment need to have the vision, commitment, enthusiasm and ability to articulate and promote the established purpose and mission of the Church. Applicants must be able to demonstrate an unequivocal commitment to the Adventist ethos, values and lifestyle.

Applicants are members of the Church and are able to enthusiastically communicate and promote the purpose and mission of the Church. They need to demonstrate and articulate how they are actively participating in a local Adventist congregation.

## Employment Application Process

The application process consists of the following:

1. Application submission
2. Interview with Union Presidents
3. Dinner/Interviews with the Conference Presidents and Lecturers
4. Written Calls (Offers of Employment)

Process	Date
<b>Application Form Submission</b>	No later than 31 <sup>st</sup> March, 2023
<b>Interview One</b>	27 <sup>th</sup> – 28 <sup>th</sup> April, 2023
<b>Dinner/Interview Two</b>	14 <sup>th</sup> August, 2023
<b>Written Calls</b>	From September, 2023

### 1. Application

You will be provided a link to an online application form. There are seven parts you need to complete which will take at least 30 minutes:

- **Part One** – Personal Information
- **Part Two** – Qualifications
- **Part Three** – Preferred Employment Information
- **Part Four** – Values, Attitudes & Beliefs
- **Part Five** – Self Assessment
- **Part Six** – Referees

Please provide the name and contact details of **three referees**. Your nominated referees must include:

- A church pastor
- A recent work supervisor/employer
- A person of your choice

Referees should be people who know you well and can provide an evaluation of your personal qualities, lifestyle, and personal commitments. **Please do not include family members or close relative as referees.** Before nominating your referees, please check with them to see that they would be happy to assist as a referee, which will include authorisation by them for you to provide their details such as telephone numbers (with area codes), email address and title (Dr/Mr/Mrs/Ms etc.).

- **Part 7** – Authorisation and Declaration

Each part of the application form needs to be completed in full.



## 2. Interview One

Representatives of the Church will conduct employment interviews at Avondale University or an alternate location as arranged. Representatives are prospective employers and key leaders of the Church, so punctuality and respectful consideration is appreciated. Please liaise with the Administrative Assistant in the Avondale Seminary, who will schedule interview times. A schedule of interview times will be notified by the Administrative Assistant. Please note your spouse/fiancé is invited and welcome to attend the second interview and dinner.

Subject to your authorisation, the following information will be made available to interview panels and prospective employers:

- Your completed application form and CV (if provided)
- Your Avondale University academic transcript

A copy of your application form will be kept by the HR office at the South Pacific Division for five years.

## 3. Interview Two and Dinner with Conference Presidents

The dinner is an opportunity for you and your spouse/fiancé to network with Conference Presidents and learn more about ministry in the local Conference and Church employment. The Avondale Seminary will organise the dinner and let you know the program. You will meet other leaders and it is recommended that you consider this event as an interview. Be prepared to share your commitment to God's ministry. This is a key opportunity to get to know what is happening in the South Pacific Division and opportunities that have been experienced by others as denominational employees.

## Avondale Seminary Consultation

Application for denominational employment involves the recognition that interviewers may choose to discuss your application with Avondale Seminary personnel.

Personnel may be asked to provide information or assessment beyond a professional academic assessment of your course work. Opinions may be sought concerning your initiative and motivation, dependability, organisational ability, leadership abilities, and competence in your chosen profession. Special abilities and strengths related to potential roles in the workplace may also be discussed.

## 4. Calls

From September 2023, Conferences will be finalising their staffing for the following year and offers of employment will be sent through the Division in the form of Calls. Some Calls are negotiated later in the year and applicants can discuss details further with Avondale Seminary.

## Privacy Statement

The personal information referred to in this guide and provided in the application is collected and used, subject to the provisions of the Privacy Amendment (Private Sector) Act 2000, to assist prospective graduates to find employment. Sensitive information is collected and disclosed only with the individual's consent. The full Privacy Policy is provided with this Guide.