



Nominating
Committee Report

Nominating Committee Members 2023-2028

Name	Gender	Ethnicity	Church
Imperial County			
Yolanda Johnston	F	Hispanic	Calexico Spanish
Orange County			
Cristina Alba West	F	Multiethnic	OCGrace
Arturo Morales	M	Hispanic	Santa Ana Broadway Bilingual
Riverside County			
Yamilet Bazan***	F	Multiethnic	La Sierra University Church
Elizabeth Cordero	F	Asian/Pacific	Moreno Hills
Ketsia Lafontant	F	Black	Mt. Rubidoux
Elizabeth McDonald (P)	F	Multiethnic	La Sierra Univeristy Church
Jeff McFarland	M	Multiethnic	La Sierra Univeristy Church
Jose Mendoza	M	Hispanic	La Sierra Spanish
Raewyn Orlich***	F	Multiethnic	La Sierra Univeristy Church
Guillermo Quiroz*****	M	Hispanic	La Sierra Spanish
Joseph Santos (P)	M	Multiethnic	Calimesa
Robert Smith**	M	Multiethnic	Calimesa
San Bernardino County			
Michel Aguinaga (P)	M	Hispanic	San Bernardino Spanish
Ezrica Bennett	F	Multiethnic	Loma Linda University Church
Arthur Blinci	M	Multiethnic	Azure Hills
Kelly Lin Dickinson	F	Multiethnic	Loma Linda University Church
Shane John	M	Black	San Bernardino Community
Samuel Limbong	M	Asian/Pacific	Indonesian Church of the Inland Empire
Eppie Manalo	F	Asian/Pacific	Loma Linda Filipino
Maria Najera-Neri	F	Hispanic	Inland Spanish
Joseph Oh (P)	M	Multiethnic	Loma Linda University Church
Anderson Sandiford*	M	Multiethnic	Azure Hills
San Diego County			
Flaviano Dalisay***	M	Hispanic	San Diego Broadway Spanish
Dan Houghton	M	Multiethnic	Fallbrook
Pendeza Lawrence	F	Black	San Diego 31st Street
Nadine Mika	F	Asian/Pacific	Vista Samoan

Preselected Nominating Committee Member Designations

Bylaws Committee (*) Education Board (**) Executive Committee (***) Institution (****) Pastor (*****)

Other Designations

Employee (E) Pastor (P)

Nominated Conference Officers 2023-2028



PRESIDENT
Jonathan Park



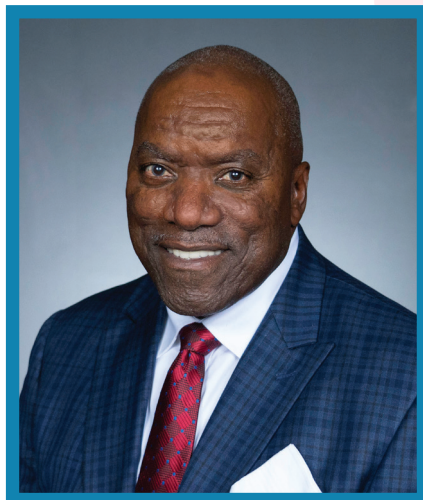
EXECUTIVE SECRETARY
Patty Marruffo



TREASURER
Verlon Strauss



**VICE PRESIDENT
FOR ASIAN/PACIFIC
MINISTRIES**
Elizer Sacay



**VICE PRESIDENT
FOR BLACK MINISTRIES**
Robert Edwards



**VICE PRESIDENT
FOR HISPANIC
MINISTRIES**
Yohalmo Saravia

President

POSITION DESCRIPTION

Position: President
Reports to: Executive Committee
Last Reviewed: August 17, 2021

Department: Administration
Range: 108%
Class: Exempt FT

Summary

The President leads the Southeastern California Conference (SECC) in accomplishing its mission to expand the kingdom of God. As a team of biblical servant leaders, SECC empowers, equips, and enables pastors, churches, and schools to fulfill this mission. We value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

A biblical servant leader who (1) serves as an authentic follower of Jesus and His mission, (2) takes the initiative to equip others for His mission and growth of His kingdom, and (3) upholds the Adventist church mission that assists the conference in accomplishing its mission and vision by modeling its values.

Meetings:

- Chairs weekly Administrative Committee and officer meetings.
- Leads out in office staff meetings, pastor meetings, administrative and officer retreats.
- Serves in various committees at the conference, Pacific Union, North American Division, and General Conference:
 - Administrative Committee, chairperson
 - Audit Review Committee
 - Calexico Board, chairperson
 - Education Board, chairperson
 - Executive Committee, chairperson
 - Insurance & Employee Benefits Committee
 - Investment Committee
 - La Sierra University Board of Trustees
 - NAD Executive Committee
 - Ordination Committee
 - Pastoral Advisory Committee
 - Pacific Union Executive Committee
 - Personnel Committee
 - Pine Springs Ranch Advisory
 - Property Services Board
 - Stahlheber Board
 - Trust Services Board
- Plans and schedules department meetings.
- Leads in organizing conference functions, such as: pastors meetings, ordinations, quinquennial sessions, special services, etc.

Strategic Initiatives:

- Oversee the development and implementation of the overall strategic plans and initiatives of Southeastern California Conference.
- Consistently and frequently casts the vision and engages the conference in its mission.
- Plans, develops and implements, in conjunction with the other administrative officers, long-range goals and objectives in accordance with Executive Committee directives and constituency guidelines.
- Leads in review and evaluation of strategic initiatives.

Administration:

- Provide leadership for culture of conference.
- Provide leadership for accountability.
- Provide leadership development opportunities.

- Assist with pastoral hiring and placement.
- Interviews all potential conference employees and pastors to ensure personnel selections and placement are consistent with the mission of Southeastern California Conference and safeguards SECC interests.
- Provide conflict resolution either personally or with officer team.
- Convenes Conference Sessions and Executive Committee meetings, as provided by the Bylaws.
- Participates with the officer team in the planning and coordination of all conference functions including budget.
- Provides leadership in crisis care and management.

Leadership

Responsible for the leadership of: Officers, Administrative Team, Communications, Strategic Initiatives, and overall direction and health of the conference.

- Leads in the vision and formation of the culture of the conference office and the conference territory with the other officers.
- Provides leadership in crisis care and crisis management of employees and conference churches.
- Monitors work performance for compliance with conference mission, vision, values, and policies, including but not limited to attendance, punctuality, effective performance, etc.
- Works with conference administrative team if disciplinary actions are needed.
- Conducts evaluations per agreement.
- Works with conference administrative officers and human resources director in reviewing, approving and processing all “call for workers.”
- Provides counsel and advice to members, pastors, or churches that are experiencing internal or pastoral problems.
- Participates in various speaking appointments, such as camp meetings, weeks of prayer, evangelistic crusades, preaching in churches, church dedications, ordinations, workers’ meetings, etc.
- Responsible to lead all SECC teams to be engaged with the mission, vision, values of the Southeastern California Conference, including departmental procedures and policies.

Education, Skills, and Experience

M.Div. degree or equivalent required. A proven track record of effective pastoral leadership, judgment, collaboration, learning, and character above reproach. Personally creates annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Ordained Ministerial Credential
- Valid documentation of legal right to work in the United States

Work Environment

Employee will be required to do the following for prolonged or significant periods: 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Overtime may be required, travel may be required, and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Jonathan Park

Jonathan.Park@seccsda.org | (951) 509-2287

Education

Doctorate of Ministry on Cross-cultural Conflict Transformation

Andrews University, Michigan; 2013-2018

Masters of Divinity

Andrews University, Michigan; 1993-1995

Bachelor of Art, Theology

Pacific Union College, California; 1988-1992

Experience

Southeastern California Conference, California

- President; 2021-present
- Executive Secretary; 2013-2021
- Vice President of Asian/Pacific Ministries; 2010-2013
- English Ministry Pastor, Loma Linda Korean Church; 2007-2011

Chesapeake Conference, Maryland

Associate Pastor, Spencerville Washington Korean Church; 1999-2007

Southern California Conference, California

Associate Pastor, Glendale Korean Church; 1995-1999

Northern California Conference, California

Associate Pastor, Sacramento Korean Church; 1992-1993

Certifications & Leadership

- Pre-marital Counseling (Prepare & Enrich Certified)
- Mediation & Conflict Management Workshops
- Non-Profit Leadership Certified
- Judgement Index Certified
- Conflict Resolution Certified

Executive Secretary

POSITION DESCRIPTION

Position: Executive Secretary
Reports to: Executive Committee
Last Reviewed: March 8, 2023

Department: Administration
Range: 104%
Class: Exempt FT

Summary

The Executive Secretary assists the Southeastern California Conference (SECC) in accomplishing its mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, SECC empowers, equips, and enables pastors and churches to fulfill this mission. We value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

A biblical servant leader (who (1) serves as an authentic follower of Jesus and His mission, (2) takes the initiative to equip others for His mission and growth of His kingdom, and (3) upholds the Adventist church mission) that assists the conference in accomplishing its mission and vision by modeling its values.

Meetings:

- Serves as the second officer of SECC in various committees.
- Serves in various committees at the conference, Pacific Union, North American Division, and General Conference:
 - Administrative Committee
 - Audit Review Committee
 - Bylaws Committee
 - Calexico Board
 - Education Board
 - Executive Committee
 - Insurance & Employee Benefits Committee
 - Investment Committee
 - Ordination Committee
 - Pastoral Advisory Committee
 - Personnel Committee, chairperson
 - Pine Springs Ranch Advisory
 - Property Services Board
 - Stahlheber Board
 - Trust Services Board
- Assists in organizing conference functions, such as: workers meetings, convocations, ordinations, quinquennium sessions, special services, etc.

Strategic Initiatives:

- Consistently and frequently casts the vision and engages the conference in its mission.
- Plans, develops, and implements, in conjunction with the other administrative officers, long-range goals and objectives in accordance with Executive Committee directives and constituency guidelines.

Administration:

- Prepares for and maintains full and complete records of the proceedings for Executive Committee meetings and constituency sessions.
- Responsible for the work of local church clerks and membership records, conference vital records, conference calendar, denominational yearbook information, and statistical reports.
- Gives oversight to new employee orientation and exit interviews.
- Countersigns all papers and documents that require the secretary's signature.
- Processes requests for service, travel, service records, and advanced degrees.
- Consistently applies and follows conference and denominational policies and safeguards the

interests of the conference. Assists in resolving local conflicts in applying biblical and “Church Manual” principles.

- Coordinates organization of companies and churches.
- Assists with pastoral ordinations, church dedications, ground breaking, and other special events.
- Approves and issues credentials and licenses to all eligible workers.
- Reviews and recommends the development of local church organizations to the Executive Committee, such as branch Sabbath schools, affiliate groups, companies, and churches.
- Reviews and recommends the implementation of the church viability policy.
- Provides baptismal, ordination, and other official conference forms.
- Oversees the provision of Ministry Magazine to all pastors, associate pastors, Bible instructors, departmental directors, and chaplains.

Leadership

Responsible for the leadership of the human resources department, conference clerk, and administrative assistant.

- Leads the administrative and human resources teams to engage with the mission, vision, and values of the Southeastern California Conference, including departmental procedures and policies.
- Provides leadership in crisis care and crisis management of employees and conference churches.
- Monitors work performance for compliance with conference mission, vision, values, and policies, including but not limited to attendance, punctuality, effective performance, etc.
- Works with conference administrative team if disciplinary actions are needed.
- Conducts evaluations per agreement.
- Works with conference administrative officers and human resources director in reviewing, approving, and processing all “call for workers.”
- Provides counsel and advice to members, pastors or churches that are experiencing internal or pastoral problems.
- Participates in various speaking appointments, such as camp meetings, weeks of prayer, evangelistic crusades, preaching in churches, church dedications, ordinations, workers meetings, etc.
- Responsible to lead all SECC teams to be engaged with the mission, vision, and values of the Southeastern California Conference, including departmental procedures and policies.

Education, Skills, and Experience

M.Div. degree or equivalent required. A proven track record of effective pastoral leadership, judgment, collaboration, learning, and character above reproach. Personally creates annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Ordained Ministerial Credential
- Valid documentation of legal right to work in the United States

Work Environment

Employee will be required to do the following for prolonged or significant periods: 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Overtime may be required, travel may be required, and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Patricia “Patty” Marruffo

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Education

Masters in Pastoral Ministry

Andrews University, Michigan; 2007-2012

Bachelor of Art, Business Administration & Chicano Studies

University of California, Riverside; 1980-1984

Experience

Southeastern California Conference, California

- Executive Secretary; 2021-present
- Associate Director, Youth Ministries; 2020-2021
- Youth, Children, & Family Pastor, OC Grace Church; 2018-2020
- Children & Family Pastor, Azure Hills Church; 2013-2018
- Children’s Ministry Pastor, Loma Linda University Church; 2011-2013
- Children’s Ministry Director, Orange SDA Church; 2005-2010
- Pathfinder Club Director, Santa Ana Broadway Bilingual Church; 2003-2004
- Adventurer Club Director, Riverside Spanish Church; 2000-2002

State Compensation Insurance Fund, California

- Assistant Claims Manager; 1986-2011
- Loss Control Consultant; 1982-1986
- Claims Adjuster; 1980-1982

Universidad de Montemorelos, Mexico

English Teacher, Institute of Languages; 1995-1997

Certifications & Leadership

- EMS Public Safety First Aid
- EMS CPR - AED
- FEMA IS-100B
- FEMA IS-200B
- ICISF - Suicide: Prevention, Intervention, and Postvention
- ICISF - Death Notifications
- ICISF - Advanced Chaplaincy
- Crisis Care During Traumatic Grief
- Crisis Care in Diversity
- Quiet Hour Board Member
- Member of the California Fire Chaplains Association

Treasurer

POSITION DESCRIPTION

Position: Treasurer
Reports to: Executive Committee
Last Reviewed: August 8, 2023

Department: Administration
Range: 104%
Class: Exempt FT

Summary

The Conference Treasurer directs the financial planning, management, procurement, and investment of the Conference funds and works with the Conference President and Conference Secretary in the operation of the Conference Administration.

Essential Job Functions/Duties

A biblical servant leader who (1) serves as an authentic follower of Jesus and His mission, (2) takes the initiative to equip others for His mission and growth of His kingdom, and (3) upholds the Adventist church mission that assists the conference in accomplishing its mission and vision by modeling its values.

Meetings:

Serves in various committees at the conference, Pacific Union, and North American Division.

Administrative Committee	Pacific Union Executive Committee
Audit Review Committee	Pacific Union Investment Committee
Calexico Board	Pacific Union Workers Comp Board & Subcommittee
Education Board	Personnel Committee
Executive Committee	Pine Springs Ranch Committee, chairperson
Insurance & Employee Benefits Committee, chairperson	Property Services Board
Investment Committee, chairperson	Stahlheber Board, chairperson
NAD Risk Management	Trust Services Board
Ordination Committee	

Responsibilities:

- Draws, accepts, signs, makes, endorses, negotiates, and disposes of all bills of exchange, promissory notes, checks, drafts, and orders for payment of money. Pay and receive all funds and give acquittance.
- Serves as the custodian and administrator for the Tithes and offerings submitted by the churches.
- Signs notes of indebtedness as approved by the Conference Executive Committee.
- Prepares financial reports for the Conference Executive Committee.
- Files fidelity bonds, if so required by the Executive Committee.
- Participates in various speaking appointments such as camp meetings, weeks of prayer, preaching in churches, church dedications, ordinations, workers meetings, etc.

Strategic Initiatives:

- Analyzes financial records to forecast future financial position and budget requirements.
- Advises the Conference Executive Committee on investments and loans for short and long range financial plans.
- Consistently and frequently cast the vision and engage conference in the mission.
- Assist President in development and implementation of the overall strategic plans and initiatives.

Administration:

- Plans, budgets, develops, and implements, in conjunction with the other two administrative officers, long range goals and objectives for the financial management of the conference in accordance with the Executive Committee directives and Constituency guidelines.
- Approves all banking transactions such as negotiable paper, stocks, bonds, and other securities.
- Develops policies and procedures for account collections and extension of credit to schools and churches.
- Evaluates need for procurement of funds and investments.
- Arranges for an audit of the financial records of the Conference by the General Conference Auditing Service at least once each calendar year and submits an audited statement to the Executive Committee and the Constituency Session.
- Supervises and controls the administration of gifts, legacies, and bequests made to the Conference. Serves as Board Chairperson of the Property and Trust Departments.
- Oversees the operation and maintenance of the Conference office.
- Supervises the Information Technology Services department.
- Supervises and arranges for the audit of all local church financial records.
- Participates with the Conference President and Conference Secretary in the planning and coordination of all Conference programs.
- Exercises all powers and duties appropriate to the Office of Treasurer consistent with the Bylaws, the direction of the Executive Committee, and the will of the Constituency.
- Prepare and monitor the overall SECC budget and ensure expenses are within the approved budget; give oversight of other conference institutional finances, remittances, payroll, financial statements, auditing of schools and churches, stewardship, trusts, wills, property acquisition and disposal, parsonages, as well as vetting and recruitment of finance staff.
- Consistently apply and follow conference/denominational policies safeguarding SECC interests.
 - Work with administrative team on church and company organization, ordinations, and other special events (i.e. church dedications, ground breaking, etc.).

Leadership:

- Responsible for the leadership of: Associate Treasurer, Planned Giving & Trust Services Director, Property Services Director, In-House Legal, Information Technology, Associate Treasurer - Corporation, Head Auditor, Risk Management, General Services.
- Responsible to lead the Finance, Audit and Trust/Stewardship team to be engaged with the mission, vision, and values of the Southeastern California Conference, including departmental procedures and policies.
- Monitor work performance for compliance with conference mission, vision, values, and policies, including but not limited to attendance, punctuality, effectiveness, etc.
- Work with Conference administrative team if disciplinary actions are needed.
- Conduct evaluations per agreement.

Education, Skills, and Experience

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Masters degree in Finance or Business Administration or its equivalent and 5 years experience in finance is desired (a combination of education and experience may be substituted).
- Ability to read, analyze, and interpret documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write articles using original or innovative techniques or styles. Ability to make effective and persuasive presentations to church congregations, church leaders, public groups, and/or boards.
- Ability to work with mathematical concepts such as probabilities and statistics. Ability to apply

principles of accounting to install and/or maintain the operation of the conference accounting system. Must be knowledgeable of the reason for and the effect of various accounting procedures.

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.
- Ability to relate to diverse groups of people (cultural, gender, age, etc.) and be confidential.
- Ability to be a team player and work in a team environment.
- A proven track record of effective accounting and business leadership, judgment, collaboration, learning, and character above reproach. Personally create annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Ministerial Credential, Ministerial License, or Commissioned Ministerial Credential
- Valid documentation of legal right to work in the United States
- Valid driver's license

Work Environment

The work environment is usually in an office, church, or home setting with moderate noise level. Frequently required to stand, walk, sit, talk and hear. Specific vision abilities required by this job include close vision and distance vision. Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Verlon Strauss

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Education

Masters in Business Administration

La Sierra University, California; 2004

Bachelor in Business Administration, emphasis in Accounting

Pacific Union College, California; 1984-1988

Experience

Southeastern California Conference, California

- Treasurer; 2012-present
- Associate Treasurer; 2010-2012

Loma Linda University, California

- Sr. Vice President, Financial Affairs; 2001-2010
- Vice President, Financial Affairs; 1999-2001

Loma Linda University Medical Center, California

Director, Internal Audit; 1996-1999

Ernst & Young LLP, California

Manager; 1995-1996

General Conference Auditing Service, California

Staff Auditor; 1988-1995

Certifications & Leadership

Certified Public Accountants License; 1992

Vice President of Asian/Pacific Ministries

POSITION DESCRIPTION

Position: Vice President for Asian/Pacific Ministries

Department: Administration Reports to:

Administration

Range: 103%

Last Reviewed: August 8, 2023

Class: Exempt FT

Summary

As Vice President for Asian/Pacific Ministries of Southeastern California Conference (SECC), directs and coordinates activities with the Asian/Pacific pastors and churches to achieve the conference's goals and objectives. Plans, develops, and implements, in connection with the administrative officers, a strategic plan for the Asian/Pacific work of the conference that will value biblical servant leadership with practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

A biblical servant leader (who (1) serves as an authentic follower of Jesus and His mission, (2) takes the initiative to equip others for His mission and growth of His kingdom, and (3) upholds the Adventist church mission) that assists the conference in accomplishing its mission and vision by modeling its values.

Meetings:

- To periodically lead A/P Ministries Advisory and A/P Pastors Meetings and attend Officers Council, Administrative Committee, Executive Committee Meetings, and other committees of membership.
- Serves on various committees at the Conference, Union, and General Conference:

Administrative Committee	Personnel Committee
A/P Ministries Advisory	Pine Springs Ranch Advisory
A/P Pastors Meetings	Property Services Board
Education Board	Stahlheber Board
Executive Committee	Trust Services Board
Ordination Committee	

Strategic Initiatives:

- Consistently and frequently cast the vision of A/P Ministries to pastors and churches.
- Provide leadership training to A/P Pastors and church leaders, young and old.
- Strengthen the families of Asian/Pacific pastors and church members.

Leadership

Leadership Functions:

- Chair Asian/Pacific Advisory meetings.
- Accepts various speaking appointments, such as during Asian/Pacific camp meetings, weeks of prayer, evangelistic crusades, preaching in churches, church dedications.
- Counsels and/or advice Asian/Pacific members, pastors or churches that are experiencing internal or pastoral problems.
- Develop Asian/Pacific workers in their professional growth path.
- Interviews and recommends placements or transfers of Asian/Pacific personnel to conference administration.

Collaborative Functions:

- Serves on various committees and special assignments at the conference, Union, and General Conference.
- Teams up with various departments of the conference office for the advancement of the Asian/Pacific work.

Education, Skills, and Experience

M. Div. degree or equivalent required. A proven track record of effective pastoral leadership, judgment, collaboration, learning, and character above reproach. Personally creates annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Ministerial Credential, Ministerial License, or Commissioned Ministerial Credential
- Valid documentation of legal right to work in the United States
- Valid driver's license

Work Environment

The work environment is usually in an office, church, or home setting with moderate noise level. Frequently required to stand, walk, sit, talk, and hear. Specific vision abilities required by this job include close vision and distance vision. Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Elizer Sacay

Elizer.Sacay@seccsda.org | (951) 509-2338

Education

Masters of Divinity (Equivalency)

Andrews University, Michigan; 2017

Masters in Pastoral Ministry

Andrews University, Michigan; 2016

Bachelor of Laws

Divine Word University, Philippines; 1984

Bachelor of Arts, Theology

Mountain View College, Philippines; 1977

Experience

Southeastern California Conference, California

- Vice President of Asian/Pacific Ministries; 2013-present
- Senior Pastor, Inland Empire Filipino Church; 2007-2013

British Columbia Conference, Canada

- Public Affairs & Religious Liberty Director
- Senior Pastor, Vancouver Filipino Church; 2002-2007

Central Philippine Union Conference, Cebu, Philippines

- Legal Affairs & Trust Services Director; 1993-2001
- Literature Ministry Seminary Director; 1988-1993

East Visayan Mission, Tacloban, Philippines

- Bookmobile Director
- Adventist Book Center Manager
- Publishing Director
- Pastor, Tacloban City Adventist Center/Church

Certifications & Leadership

Attorney, Member of the Integrated Bar of the Philippines; 1995

Vice President of Black Ministries

POSITION DESCRIPTION

Position: Vice President for Black Ministries, Community Services,
Prison Ministries, Stewardship, & Retirees
Reports to: Administration
Last Reviewed: August 8, 2023

Department: Administration
Range: 103%
Class: Exempt FT

Summary

The Vice President for Black Ministries works as a member of the administration team to accomplish its mission of expanding the kingdom of God in the cross-cultural communities of our territory. He also leads the Community Services, Stewardship, Retirees, and Prison Ministries Departments.

Essential Job Functions/Duties

A biblical servant leader (who (1) serves as an authentic follower of Jesus and His mission, (2) takes the initiative to equip others for His mission and growth of His kingdom, and (3) upholds the Adventist church mission) that assists the conference in accomplishing its mission and vision by modeling its values.

Meetings:

- Serves on various committees at the Conference, Union, and General Conference:
 - Administrative Committee
 - Black Workers Meetings
 - Calexico Board
 - Camp Meeting Taskforce
 - Education Board
 - Executive Committee
 - NAD Adventist Community Services
 - NAD Prison Ministries
 - NAD Stewardship
 - Ordination Committee
 - Pacific Union Black Coordinators Committee
 - Personnel Committee
 - Pine Springs Ranch Advisory
 - Property Services Board
 - Southeastern Black Adventist Ministerial Fellowship (BAMF)
 - Stahlheber Board
 - Trust Services Board

Strategic Initiatives:

- Assist in implementing the mission of SECC.
- Provide leadership development for African American workers.

Administration:

- Work with administrative team to implement plans, programs, and events for SECC development.
- Assist in ensuring that personnel selection and placements are consistent with SECC vision, mission, and values.
- Ensure that African American churches are financially viable and stable.
- Provide conflict resolution to pastors and churches under my supervision.

Leadership

- Responsible for the leadership of: Black advisory, camp meeting taskforce, black workers meeting, disaster preparedness committee, community services federation.
- Directs and coordinates activities with Black pastors/churches to achieve conference goals and objectives.



Vice President of Black Ministries continued

- Interviews and recommends placements or transfers of black personnel to conference leadership team.
- Plans, organizes, and directs the Black workers meetings and Black Advisory committee.
- Directs and coordinates the community services programs.
- Directs and coordinates the prison ministry programs.

Education, Skills, and Experience

M. Div. degree or equivalent required. A proven track record of effective pastoral leadership, judgment, collaboration, learning, and character above reproach. Personally creates annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Ministerial Credential, Ministerial License, or Commissioned Ministerial Credential
- Valid documentation of legal right to work in the United States
- Valid driver's license

Work Environment

The work environment is usually in an office, church, or home setting with moderate noise level. Frequently required to stand, walk, sit, talk, and hear. Specific vision abilities required by this job include close vision and distance vision. Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Robert Edwards

Robert.Edwards@seccsda.org | (951) 509-2331

Education

Master of Divinity

Andrews University, Michigan; 1985-1988

Bachelor of Art, Religion

Oakwood College, Alabama; 1979-1982

Experience

Southeastern California Conference, California

- Vice President of Black Ministries; 2018-present
- Evangelist; 2013-2018
- Pastor, All Nations African Church; 2011-2012
- Pastor, Mt. Rubidoux Church; 2008-2009
- Pastor, Valley Fellowship; 2006-2007
- Pastor, Perris 5th Street; 2004-2005
- Pastor, San Diego 31st Street; 2001-2003
- Associate Pastor, Riverside Kansas Ave. Church; 1998-2000; 1993-1994

Allegheny East Conference, Pennsylvania

Associate Pastor, Metropolitan Church; 2009-2011

Oakwood University, Alabama

Director of Enrollment Management; 1994-1998

Southern California Conference, California

Associate Pastor, University SDA Church; 1991-1993

Certifications & Leadership

- Church Planter
- Mediation and Conflict Management
- Evangelism

Vice President of Hispanic Ministries

POSITION DESCRIPTION

Position: Vice President for Hispanic Ministries
Reports to: Administration
Last Reviewed: August 8, 2023

Department: Administration
Range: 103%
Class: Exempt FT

Summary

The full time Vice President for Hispanic Ministries works as an Associate Officer of the Conference Administration. The Vice President assists Southeastern California Conference in accomplishing its mission in expanding God's kingdom through the preaching, teaching, publishing, and living of the everlasting gospel throughout the cross-cultural communities of our territory.

Essential Job Functions/Duties

A biblical servant leader (who (1) serves as an authentic follower of Jesus and His mission, (2) takes the initiative to equip others for His mission and growth of His kingdom, and (3) upholds the Adventist church mission) that assists the conference in accomplishing its mission and vision by modeling its values.

Meetings:

- Participates in Conference Officers Meetings.
- Assists the Conference Officers as a spokesperson for Hispanic interest and needs of both laity and pastors.
- Confers with administrative officers to review achievements and discuss required changes in goals and objectives.
- Plans and directs programs with various departments of the conference office for the advancement of the Hispanic work.
- Serves on special assignments as requested by the officers.
- Serves on various committees at the Conference, Union, and General Conference:

Administrative Committee	Ordination Committee
Calexico Board	Pacific Press Board
Education Board	Personnel Committee
Executive Committee	Pine Springs Ranch Advisory
Hispanic Coordinator Committee	Property Services Board
La Voz de la Esperanza Executive Committee	Spanish Advisory
Ministerial Advisory Committee	Spanish Evangelism Committee
NAD Spanish Advisory Committee	Stahlheber Board
	Trust Services Board

Strategic Initiatives:

- Plans, develops, and implements, in conjunction with the administrative officers, a strategic plan for the Hispanic work in the conference.
- Directs, and coordinates activities with the Hispanic pastors/churches to achieve the conference goals or objectives.

Administration:

- Plans, organizes, and directs the Spanish Workers Meeting, Spanish Advisory Committee, and Spanish Advisory.
- Prepares and monitors the Hispanic Ministries budget in consultation with Financial Administration.

- Participates in various speaking appointments such as Hispanic camp meeting, weeks of prayer, evangelistic crusades, preaching in churches, church dedications, ordinations, workers meetings, etc.
- Prepares and provides materials needed by the workers and laity in order to facilitate their work.
- Manages and distributes the inventory of Spanish printed materials.
- Develops and translates literature relevant to the needs of the Hispanic constituency and serves as a bilingual translator.
- Interviews and recommends placement or transfers of Hispanic personnel to Conference Administration.
- Counsels with Hispanic workers in developing their professional growth path.
- Provides council and advice to Hispanic members, pastors, and churches that are experiencing internal or pastoral problems.
- Directs the continuing education program for Hispanic workers in cooperation with the Institute for Hispanic Studies at Andrews University

Leadership

- Assists with Crisis Management.
- Assists with professional development for pastors and office personnel.
- Assists with employee morale and looks for ways of affirming them and giving positive feedback.
- Assists with accountability.
- Assists with communication of the church mission.
- Assists with prioritizing budgetary needs.

Education, Skills, and Experience

M. Div. degree or equivalent required. A proven track record of effective pastoral leadership, judgment, collaboration, learning, and character above reproach. Personally creates annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Ministerial Credential, Ministerial License, or Commissioned Ministerial Credential
- Valid documentation of legal right to work in the United States
- Valid driver's license

Work Environment

The work environment is usually in an office, church, or home setting with moderate noise level. Frequently required to stand, walk, sit, talk, and hear. Specific vision abilities required by this job include close vision and distance vision. Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Yohalmo Saravia

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Education

Doctorate of Ministry

Andrews University, Michigan; 2016

Masters in Pastoral Ministry

Andrews University, Michigan; 1991

Bachelor of Art, Theology

CADES, Alajuela Costa Rica, CA; 1976

Experience

Southeastern California Conference, California

- Vice President of Hispanic Ministries; 2018-present
- Conference Evangelist; 2005-2018
- Senior Pastor, San Diego Spanish Church; 1994-2005
- Senior Pastor, Costa Mesa Spanish Church; 1992-1994
- Senior Pastor, Hemet Spanish Church; 1990-1992

Andrews University, Michigan

Adjunct Professor; 2018-present

Greater New York Conference, New York

- Pastor, Dyckman Spanish Church; 1984-1990
- Pastor, University Spanish Church; 1982-1984

Shady Grove Adventist Hospital, Maryland

Nutrition Services; 1980-1982

El Salvador Mission, El Salvador

District Pastor; 1976-1980

Certifications & Leadership

Chair of SECC Hispanic Advisory Committee for Evangelism and Church Growth

Nominated Executive Committee

Name	County	M/F	Ethnicity	SECC Emp	Church Membership
Michel Aguinaga*	Orange	M	Hispanic	Yes	San Bernardino Spanish
Ezrica Bennett	San Bernardino	F	Multiethnic		Loma Linda University Church
Tami Cooper	San Diego	F	Multiethnic		Escondido
Maggie Cotton	Riverside	F	Multiethnic		Calimesa
Serafin Lalas	San Bernardino	M	Asian/Pacific		Loma Linda Filipino
Abigail Martinez	San Bernardino	F	Hispanic		High Desert Bilingual
Judy Morse	Imperial	F	Multiethnic		El Centro
Joseph Oh*	San Bernardino	M	Multiethnic	Yes	Loma Linda University Church
Joyce Palitang	Riverside	F	Multiethnic	Yes	Murrieta Springs
Andrew Park	Orange	M	Asian/Pacific		Yorba Linda
Nora Perez	Riverside	F	Hispanic		La Sierra Spanish
John Pressler	San Diego	M	Multiethnic		La Mesa
Crisoforo Rabadan	Orange	M	Hispanic		Emmanuel Spanish
Alfred Riddle	Riverside	M	Multiethnic	Yes	Calimesa
Dennis Shogren	San Bernardino	M	Multiethnic		Azure Hills
Keith Smith	San Bernardino	M	Black		San Bernardino Community
Baron Sovory*	San Bernardino	M	Black	Yes	Valley Fellowship
Ken Stewart	Riverside	M	Black		Mt. Rubidoux
Rochelle Webster*	San Diego	F	Multiethnic	Yes	Paradise Valley
Janice Wren	San Bernardino	F	Multiethnic		Redlands
Jonathan Park	SECC	M	N/A		Loma Linda Korean
Patricia Marruffo	SECC	F			OCGrace
Verlon Strauss	SECC	M			Azure Hills
Elizer Sacay	SECC	M			Laguna Indonesian
Robert Edwards	SECC	M			Riverside Kansas Avenue
Yohalmo Saravia	SECC	M			San Diego Spanish
Datha Tickner	SECC	F			Azure Hills

Legend:

Member by Position

* = Pastor

Nominated Bylaws Committee

Name	County	M/F	Ethnicity	Occupation	Church Membership
Cristina Alba-West	Orange	F	Multiethnic	Educator/JD	OCGrace
David Calder	San Diego	M	Multiethnic	Emergency Dept. Administrator	Valley Center
Humberto Hernandez	San Bernardino	M	Multiethnic	Attorney	Azure Hills
Julihana Madison	Riverside	F	Black	Nurse/Case Manager	Mt. Rubidoux
Jason Oei	San Bernardino	M	Asian/Pacific	Attorney	Mission Road
Jay Razzouk	San Bernardino	M	Multiethnic	Attorney	Loma Linda University Church
Anderson Sandiford	San Bernardino	M	Multiethnic	Educator	Azure Hills
Gilbert Valentine	San Bernardino	M	Multiethnic	SDA Professor	Azure Hills
Patricia Marruffo	SECC	F	Multiethnic	Executive Secretary	OCGrace

Legend:

Member by Position