

**SOUTHERN ZAMBIA UNION CONFERENCE
SECRETARIAT STRATEGIC MISSION PRIORITIES**

1. BECAUSE OF THE LOCAL CHURCH'S IMPORTANCE AS A BEACON TO ITS COMMUNITY, ITS CENTRAL ROLE IN ORGANIZATIONAL STRUCTURE, AND ITS PRIMARY RESPONSIBILITY AS THE MOST STRATEGIC POINT OF EVANGELISM AND DISCIPLESHIP:

a. To strengthen the ministry of local churches and nurture them to ensure that they function as witnessing and nurturing communities of faith.

- i. By December 2016, every Conference/Field has implemented intentional and robust plans for membership nurture and total involvement in the mission of the church.
- ii. Every Conference/Field conducts ongoing monitoring and evaluation of local churches to assess implementation and the results of approved strategic mission priorities of the church for the period 2016-2020.
- iii. Every Conference/Field conducts training for local church officers as well as church boards to help them understand their role in denominational church structure and mission in order for them to better respond to mission opportunities in their community every year.
- iv. By December 2016, every Conference/Field has developed guidelines, in consultation with the Union administration, to ensure that local church initiatives in addressing the variety of mission opportunities and needs in their community are not stifled by the multiplicity of District and Conference programs.

b. To eliminate disparities between membership records and actual headcount of church attendance/mission participation.

- i. By December 2016, every Conference/Field has implemented quarterly robust membership audits.
- ii. By June 2016, every Conference/Field has set goals for uploading members on the Adventist Church Management System.
- iii. By June 2017, there must be evidence that Conference/Field Secretariats spend sufficient time analyzing membership statistical reports submitted by pastors to the Conference/Field.
- iv. By December 2016, every Conference/Field has a process for compiling and circulating lists of missing members from the local church up to conference level before the Conference/Field EXCOM votes to forward the names for circulation in the Union Conference territory.
- v. By June 2017, every Conference/Field has a voted list of missing members for circulation in the Union Conference territory.

c. To ensure that local churches are in compliance with relevant government regulations and church policies on those who gain access to our pulpits.

- i. Every Conference/Field has evidence that all their local churches are registered with registrar of societies every year.
- ii. All church organizations in the Conference territory have authentic title deeds/offer letters from traditional leaders for the land they hold.

- iii. Conferences/Fields ensure that requests for Government officials, politicians and other officials to address Local church/District meetings are channeled through Conference/Field ADCOMs/EXCOMs all the time.
- iv. Evidence that Conferences/Fields affirm the administrative role of pastors in local church leadership as Conference/Field representatives.

2. BECAUSE OF THE NEED TO FOSTER COMPLIANCE TO OVERALL CHURCH POLICY AS WELL AS THE NEED FOR CONSISTENT AND UNBIASED POLICY INTERPRETATION AND APPLICATION:

a. To develop a more systematic approach to documenting, communicating, and applying policies and policy frameworks for the organization

- i. By June 2017, SZUC has prepared and distributed a Union Working policy book to all SZUC institutions.
- ii. By December 2016 every church organization in the Union Conference has prepared and distributed an employee Handbook to all its employees.
- iii. By December 2016, every local church has a current church manual.
- iv. Conference/Field ADCOM/EXCOM or Institutional ADBoard/Board minutes are reviewed by the Union Secretariat within one week after the meeting.
- v. By December 2016, every church organization in the Union Conference territory has an approved disciplinary and grievance code, and an open and objective appeals process.

3. BECAUSE THE UNITY OF THE CHURCH REQUIRES EFFECTIVE, SPIRITUAL LEADERSHIP AND IS AFFECTED BY CHURCH MEMBERS' PERCEPTION OF THE COMPETENCE AND ACCOUNTABILITY OF LEADERS, AND WHERE AS IT IS IMPORTANT FOR CHURCH WORKERS TO FIND FULFILLMENT AND JOY IN SERVING THE LORD EFFECTIVELY AND EFFICIENTLY:

a. To enhance unity and fellowship among entities, church workers and church members.

- i. Evidence that church organizations in the Union Conference territory advocate appreciation for cross-cultural unity in diversity and are intentional about tribal integration
- ii. Training seminars to equip leaders at all levels with conflict resolution and reconciliation skills
- iii. Evidence of collegiality and team spirit among leaders at all levels as well as increasing partnerships and joint ventures between and among Conferences/Fields and other Union institutions.
- iv. Members enjoy fellowship, they experience acceptance, are known by name, are missed when absent, and feel valued, in the church.
- v. Evidence that church organizations in the Union Conference territory provide an enjoyable Christian work environment where every employee finds fulfillment and joy in serving the Lord effectively and efficiently.

- b. To enhance the credibility of, and trust in, the church organization, its leadership, and its operations.***
- i. All church organizations in the Union territory have developed or adopted guidelines on board/committee competence and skills mix.
 - ii. All new leaders and board/committee members at all levels go through some orientation/training before assuming duty.
 - iii. Evidence that church organizations in the Union territory are intentional about facilitating for continuing education to all church workers at all levels.
 - iv. Evidence that church organizations in the Union territory are advocating ethical/moral behavior among church workers at all levels.
 - v. Evidence that church organizations in the Union territory have no tolerance for conflict of interest among church workers.
 - vi. Evidence that church organizations in the Union territory advocate for a work culture of professionalism and total commitment to work among church workers.
- 4. BECAUSE OF THE NEED FOR SOUND AND SECURE RECORDS MANAGEMENT AND PRESERVATION SYSTEMS IN THE UNION CONFERENCE TERRITORY:**
- a. To implement measures for effectively controlling the collection, analysis, classification, preservation and retrieval of official records***
- i. By December 2017 every church organization has Fire-resistant, temperature and humidity controlled records center for all sensitive documents.
 - ii. By December 2017, there is evidence of high standards of accuracy and integrity in church statistics from every Conference/Field.
 - iii. Employee service records are updated, kept and protected according to SID Working Policy guidelines.
 - iv. Timely preparation and distribution of committee minutes and secure preservation of the same according to SID standards.
- 5. BECAUSE TIMELINESS AND ACCOUNTABILITY ARE IMPORTANT IN THE DISCHARGE OF THE WIDE RANGE OF ADMINISTRATIVE AND MANAGEMENT DUTIES THAT ARE CRITICAL TO THE LIFE OF THE CHURCH AND ITS EMPLOYEES:**
- a. To attend to all the duties of the secretariat office in a prompt and accountable manner; this will include but not limited to***
- i. Evidence that Church organizations in the Union Conference territory process employee service requests and calls expeditiously.
 - ii. Evidence of thoroughness and promptness by all church organizations in the Union Conference territory in processing retirement applications.
 - iii. Preparations, agendas, notices for all important meetings are done in a timely manner.
 - iv. Evidence of prompt responses to all vital correspondences.
 - v. Evidence that Quarterly and annual statistical reports are compiled and submitted on time.
 - vi. Completeness, accuracy, and promptness in submission, of data from all SZUC entities for the General Conference Yearbook.