



## **USA FIELD STAFF**

### **POSITION DESCRIPTION**

**Position Title:** Mission Center Financial Officer

**Status:** Full Time

**Mission Center:** Greater Pacific Northwest (USA)

**Classification:** World Church Minister

**Position Description:** The Mission Center Financial Officer (MCFO) is appointed by the World Church through procedures established by the First Presidency. The MCFO is sustained annually by the mission center conference and supervised by the Mission Center President. The MCFO is subject to the direction and counsel of the Presiding Bishop's representative for matters related to trustee responsibilities of the church and works with the Field Support Minister to coordinate responses to such issues within the mission center. The MCFO is the primary promoter of Disciples' Generous Response principles and promotes church goals through preaching, teaching and presence in congregations. The MCFO models and promotes healthy life-stewardship as an integral component of discipleship and holds overall responsibility for education and training of Aaronic ministers within the mission center.

Work Experience: 5+ Years

Education: Bachelor's Degree preferred

#### **Primary Responsibilities:**

- *Manages expenditures and the collection, receipting and accounting of mission center funds.*
- *Works with the Mission Center President to develop annual conference-approved budgets.*
- *Monitors and provides status reports on the mission center budget and all accounts, assets, and designated funds. Supervises and supports bookkeeper and ensures proper accounting controls and procedures are in place.*
- *Recruits, appoints, facilitates training and supervises congregational financial officers.*
- *Appoints congregational recorders.*
- *Oversees the appropriate management and maintenance of church properties.*
- *Facilitates necessary real estate transactions.*
- *Administers mission center payroll.*
- *Serves on campground and other various internal boards and committees as may be established within the mission center, including the Mission Center Leadership Team and the Mission Center Council.*
- *Supports Camping Director in establishing policies and procedures of the overall camping program.*
- *Works with congregations to provide ministry through the use of the Oblation fund.*
- *Serves as a guide and resource in resolving various congregational and campground issues.*
- *Works with the Field Support Minister and various World Church offices to address various administrative issues and processes, particularly those dealing with asset management, risk management, legal, membership, Shelby system training and support.*

- *Maintains proper internal controls.*
- *Prepares all materials for annual audit.*
- *Provides regular informational and directive communication to Congregational Financial Officers.*
- *Models public ministry that is aligned with the church's identity, mission, message and beliefs.*
- *Facilitates Aaronic ministry support throughout the mission center.*

**Qualifications include:**

- *Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.*
- *Demonstrated leadership experience.*
- *Ordained Melchisedec priesthood minister preferred.*
- *Previous leadership experience in local congregation and/or mission center setting.*
- *Live in the Greater Pacific Northwest (USA) Mission Center.*
- *Demonstrated successful public ministry.*
- *Actively engaged in congregation, mission center, and World Church.*
- *Detailed knowledge of the principles of the Sharing Goals as applicable in member's daily life.*
- *Detailed knowledge of Identity, Mission, Message, Beliefs of Community of Christ, including the Mission Initiatives and Enduring Principles.*
- *Competent computer skills in Microsoft Office products, general ledger, contributions and membership software, and willingness to learn new technologies.*
- *Understanding of basic accounting principles.*
- *Familiarity with roles of Aaronic ministers as Ministers of Presence in congregations.*
- *Program management skills.*
- *Promotion of church goals through preaching, teaching and presence in congregations.*

**Key Competencies include:**

Approachability	Timely Decision Making
Composure	Delegation
Conflict Management	Managing Diversity
Informing	Motivating Others
Integrity and Trust	Organizing
Listening	Priority Setting
Patience	Building Effective Teams
Managing Vision and Purpose	Scriptural/Theological Knowledge
Ministerial Focus	Developing Others
Willingness to Travel	Work/Life Balance

**Disclaimer:** *The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed.*