



## Position Description

<b>Date</b>	4-17-18
<b>Title</b>	Gateway Mission Center President
<b>Education Requirements</b>	Master's Degree – Seminary Preferred
<b>Experience Required/Desired</b>	3-5 years
<b>Immediate Supervisor</b>	Field Apostle
<b>Employment Status</b>	<input type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input checked="" type="checkbox"/> <b>Part Time</b> (under 20 hours per week)

<b>Summary of Position</b>	<b>Chief administrative, pastoral, and expansion officer of the church within the mission center. Entrusted with the care and direction of the mission center's congregations. Focuses on strengthening existing congregations and helping them grow while supporting new expressions of mission.</b>
<b>Essential Functions</b>	<ol style="list-style-type: none"> <li>1. Facilitates participatory planning and the establishment of mission center priorities.</li> <li>2. Supervises mission center staff and coordinates staff team building.</li> <li>3. Oversees the administration of World Church policies and procedures.</li> <li>4. Aligns mission center support ministries with congregational needs &amp; opportunities (see the Bylaws for a listing of basic Mission Center functions).</li> <li>5. Supports new expressions of mission in community that relate to changing contexts.</li> </ol>
<b>Competencies/Skills</b>	Required <ol style="list-style-type: none"> <li>1. Relates well with others</li> <li>2. Ability to balance priorities</li> <li>3. Integrity and trust</li> <li>4. Motivating others</li> <li>5. Organizing</li> <li>6. Action-oriented</li> </ol>

	<p>7. Conflict Management</p> <p>8. Leadership Skills</p>
<b>Supervisory Responsibility</b>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Mission Center Financial Officer team lead, Communications specialist</p>
<b>Other Duties</b>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<b>Registered Youth Worker</b>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<b>Grade</b>	<p><b>Tier Two Minister</b></p>
<b>Ministerial Status</b> <i>(to be determined by Human Resource Ministries)</i>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
<b>Overtime Status</b>	<p><input checked="" type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Non-exempt</p>

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