



Community of Christ

Position Description

Date	April 25, 2019
Title	Mission Center Financial Officer and Administrative Assistant - Lamoni/Heartland Mission Center
Education Requirements	14+ years
Experience Required/Desired	5+ years
Immediate Supervisor	Mission Center President
Employment Status	<input type="checkbox"/> Full Time (40 hours per week) <input checked="" type="checkbox"/> Part Time (20 hours or more per week) List hours per week: 29 hours <input type="checkbox"/> Part Time (under 20 hours per week) List hours per week:

Summary of Position	<p>**The MCFO position provides teaching of Disciples Generous Response principles. Promotion of church goals through preaching, teaching and presence in the congregations. Representing needs and use of World Mission tithes. Recruiting, appointing, training and supervising congregational financial officers. Overseeing the appropriate management and maintenance of church properties to include onsite World Church representation for all building projects. Teaching improved congregational leadership skills through the use of ministry information. Responsible for the Aaronic ministers education and training.</p> <p>**The Administrative Assistant position provides administrative support to members of the Lamoni Heartland USA Mission Center, with a specific focus on the Mission Center President.</p>
Essential Functions	<p>The Mission Center Financial Officer assignments include:</p> <ul style="list-style-type: none"> • Encourage incorporation of Disciple Generous Response and its principles into members' daily life • Responsible for Aaronic minister support • Coordination of self-sustaining congregational financial officers • Responsible for mission center and congregation assets, including: developing and monitoring of annual conference and approved budgets; develop and monitor timely reporting of World Ministries contributions; timely processing of contributor reports; maintenance of contributors'

	<p>database; collecting, receipting and accounting for all mission center funds; successful completion of annual audits for mission center, congregations, and campground and/or other boards</p> <ul style="list-style-type: none"> • Lead the funding for mission activities • World Church representative on campground boards • Oversee the management and maintenance of church properties within the mission center, to include onsite World Church representative for all building projects • Serve as Risk Manager for the mission center in coordination with the World Church Risk Management practices and policies • Overseer for youth worker registration process compliance • Teach improved congregational leadership skills through the use of ministry information systems (i.e. Shelby and other databases) • Manage mission center membership records • Responsible for mission center records retention and management <p>Administrative Assistant provides administrative support to members of the Lamoni Heartland Mission Center and Mission Center President. Assignments include:</p> <ul style="list-style-type: none"> • Maintain and publish the Mission Center Directory • Gather necessary information for Mission Center Conferences • Publish Mission Center Conference bulletin • Scheduling and publication of Guest Ministry for congregations • Create Monthly bulletin inserts and email/mail to congregations • Provide information to World Conference Delegates • Help update information on mission center website • Mission Center Recorder • Training and support for congregational recorders • General office tasks • Project support • Financial tracking and reports • Equipment and supplies support • Records management and backup support • Draft and edit correspondence and other documents • Answering phones • Responding to emails • Data entry • Interacts with leadership, staff and church members • Accomplishes other duties as assigned
<p>Competencies/Skills</p>	<p>Mission Center Financial Officer:</p> <ol style="list-style-type: none"> 1. Must be an ordained Melchisedec priesthood minister in the Community of Christ 2. Demonstrated leadership experience 3. Previous leadership experience in local congregations and/or mission center 4. Must be willing to relocate and live in the mission center 5. Demonstrated successful public ministry 6. Actively engaged in local congregation and/or mission center 7. Detailed knowledge of the Sharing Goals and promote incorporation of its principles into members daily life 8. Basic computer skills in Microsoft Office products, general ledger, contributions and membership software, and willingness to learn new technologies Familiarity with Shelby or willing to train and gain proficiency 9. Familiarity with Aaronic Ministers: Ministers of Presence



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	<p>10. Program management skills 11. Promotes church goals thru preaching, teaching, and presence in congregations</p> <p>Administrative Assistant:</p> <ol style="list-style-type: none"> 1. Ability to maintain strictest confidentiality 2. Excellent customer service skills 3. Excellent verbal and written communication skills 4. Advanced computer skills utilizing Microsoft Office products. Must be able and willing to learn specialized software programs 5. Skill in understanding and operating in organizational structures. Must be able to function in the context of and communicate appropriately with the mission center, field and International Headquarters 6. Attends to details, proof reads for accuracy 7. Ability to independently manage assigned tasks and projects with little or no supervision 8. Ability to research and develop new solutions to situations based on experience and knowledge of the organization 9. Organized, flexible, and able to multi-task 10. Ethics and Values 11. Integrity and Trust 12. Skilled with taking meeting minutes 13. Ability to lead small project teams
Supervisory Responsibility	<p><input checked="" type="checkbox"/> Yes Volunteer CFOs and Recorders</p> <p><input type="checkbox"/> No</p>
Other Duties	<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>
Registered Youth Worker	<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>
Ministerial Status	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
Overtime Status	<p><input checked="" type="checkbox"/> Exempt</p> <p><input type="checkbox"/> Non-exempt</p>

This job description is approved by the following:

Printed Name	Signature	Date
Supervisor Apostle: Robin Linkhart		
Director, Human Resource Ministries Matt Frizzell		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		