



Community of Christ

Position Description

Date	5-1-19
Title	Mission Center President – Inland West Mission Center
Education Requirements	Master's Degree – Seminary Preferred
Experience Required/Desired	3-5 years
Immediate Supervisor	Field Apostle
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input type="checkbox"/> Part Time (under 20 hours per week)

Summary of Position	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.
Essential Functions	<ol style="list-style-type: none"> Facilitates participatory planning and the establishment of mission center priorities aligned with mission and strategic opportunities which birth, nurture, and multiply communities of disciples and seekers engaged in spiritual formation, community-building, and Jesus-inspired ministry and action. Supports new expressions of mission in community that relate to changing contexts. Supervises mission center staff, coordinates team building, and effective deployment of staff. Oversees the administration of World Church policies and procedures. Supports pastors and key mission center leaders, providing opportunities for continued nurture and development. Insures alignment with CofC IMMB. Aligns mission center support ministries with congregational needs & opportunities (see the Bylaws for a listing of basic Mission Center functions).
Competencies/Skill	Required <ol style="list-style-type: none"> Relates well with others Ability to balance priorities Integrity and trust

	4. Motivating others 5. Organizing 6. Action-oriented 7. Conflict Management 8. Leadership Skills
Supervisory Responsibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please say how many staff and what positions are being supervised. <ul style="list-style-type: none"> • Administrative Assistant/Mission Center Financial Officer (3/4 time) • Mission Specialist (full time) Note: Two full-time Latter-day Seeker Ministers are on staff and work collaboratively with mission center staff/team. They report directly to field apostle.
Other Duties	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.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Grade	Tier Two Minister
Ministerial Status	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Overtime Status	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

This job description is approved by the following:

Printed Name	Signature	Date
Immediate 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		