



Community of Christ

Position Description

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| Date | 4-25-19 |
| Title | Mission Center President - Lamoni/Heartland 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) |

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| 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/Skills | Required <ol style="list-style-type: none"> Relates well with others Ability to balance priorities Integrity and trust |

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| | 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) • Youth Minister • Young Adult Minister |
| 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 | | |
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| 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 | | |