



# Community of Christ

## Position Description

<b>Date</b>	January 29, 2021
<b>Title</b>	Mission Center Financial Officer
<b>Education Requirements</b>	Preferred - B.S. or B.A. degree & M.A. degree in Religion/Theology
<b>Experience Required/Desired</b>	5+ years financial and ministerial experience
<b>Immediate Supervisor</b>	Mission Center President
<b>Employment Status</b>	<input checked="" 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 type="checkbox"/> <b>Part Time</b> (under 20 hours per week)

<b>Summary of Position</b> <i>(3-4 sentences describing the position in general terms)</i>	Teaches Disciples Generous Response principles. Promotes Community of Christ IMMB through preaching, teaching and presence in the congregations. Represents the needs and use of World Mission tithes. Recruits, appoints, trains, and supervises congregational financial officers. Oversees the appropriate management and maintenance of church properties to include onsite World Church representation for all building projects. Teaches improved congregational leadership skills using ministry information. Responsible for the Aaronic ministers' education and training.
<b>Essential Functions</b> <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none"> <li>1. Encourages incorporation of Disciple Generous Response and its principles into members daily life.</li> <li>2. Responsible for Aaronic minister support as it develops.</li> <li>3. Coordinates self-sustaining congregational financial officers</li> <li>4. 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' database; collecting, receipting and accounting for all mission center funds; successful completion of annual audits for mission center, and congregations.</li> <li>5. Leads the funding for mission activities.</li> <li>6. Oversees the management and maintenance of church properties within the mission center, to include onsite World Church representative for all building projects.</li> <li>7. Serves as Risk Manager for the mission center in coordination with the World Church Risk Management practices and policies.</li> <li>8. Oversees youth worker registration process compliance.</li> </ol>

	<ul style="list-style-type: none"> <li>9. Teaches improved congregational leadership skills through the use of ministry information systems (i.e. Shelby and other databases).</li> <li>10. Manages mission center membership records.</li> <li>11. Responsible for mission center records retention and management.</li> <li>12. Serves on the National Company Board of Directors.</li> </ul>
<b>Competencies/Skills</b> <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i>	<ul style="list-style-type: none"> <li>1. Approachability and Listening</li> <li>2. Conflict Management</li> <li>3. Leadership and Program Management skills</li> <li>4. Managing Diversity</li> <li>5. Sharing Goals Knowledge</li> <li>6. Scriptural / Theological Knowledge</li> <li>7. Preaching and Teaching</li> <li>8. Integrity and Trust</li> <li>9. Motivating and Developing Others</li> <li>10. Priority Setting</li> <li>11. Ability to Promote Church Vision and Purpose</li> <li>12. Basic Computer Skills – Microsoft Office Products, Zoom, Shelby, and church’s financial management software</li> <li>13. Be an Ordained Minister in Community of Christ</li> <li>14. Visit congregations 4-5 times quarterly.</li> </ul>
<b>Supervisory Responsibility</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If yes, please say how many staff and what positions are being supervised. Congregation Financial Officers
<b>Other Duties</b>	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.
<b>Registered Youth Worker</b>	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
<b>Grade</b> <i>(To be filled out by Human Resource Ministries)</i>	<a href="#">Click here to enter text.</a>
<b>Ministerial Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Overtime Status</b> <i>(to be determined by Human Resource Ministries)</i>	<input checked="" type="checkbox"/> Exempt  <input type="checkbox"/> Non-exempt

*This job description is approved by the following:*

Printed Name	Signature	Date
Field Apostle	Bunda Chibwe	March 9, 2021



# Community of Christ

Field Bishop	Mark Euritt	March 9, 2021
Immediate Supervisor (if different)	Binod Adhikari	March 9, 2021
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		