## Position Description

<table>
<thead>
<tr>
<th>Date</th>
<th>1 June 2021</th>
</tr>
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<tbody>
<tr>
<td>Title</td>
<td>USA Field Support Minister</td>
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<tr>
<td>Education Requirements</td>
<td>MAR preferred, BA/BS required</td>
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<tr>
<td>Experience Required/Desired</td>
<td>3 years in church administration roles</td>
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<tr>
<td>Immediate Supervisor</td>
<td>USA FSM Team Lead</td>
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### Employment Status
- ☒ Full Time (40 hours per week)
- ☐ Part Time (20 hours or more per week)
  - List hours per week: 24 hours per week
- ☐ Part Time (under 20 hours per week)

### Summary of Position
Works directly with Field Apostle in supporting administrative and mission needs of the field. Serves as the Presiding Bishop’s representative for matters related to trustee responsibilities of the church. Collaborates with mission center and apostolic field leaders to manage the assets of the church and provide oversight support to MCFOs, bookkeepers, campground boards, and affiliates. Serves as a liaison with support ministries from International Headquarters.

### Essential Functions
- Provides field ministry in alignment with giftedness, capacity, and mission priorities.
- Consults with mission center officers on annual budgets and management of all financial and property assets.
- Provides support to campground boards and represents World Church policies, procedures, and interests.
- Serves as a liaison for mission centers and International Headquarters, such as Legal, Human Resource Ministries, Fiscal Services, Risk Management, Membership Records, and the Presiding Bishopric, and serves as an onsite presence when timely physical or communication responses are needed.
- Assists and supports MCFOs to address administrative issues and processes such as: contribution receipting and reports; property and asset-management; risk-management; legal; recorder and membership;
MIS/Shelby training and support; assuring property internal control and bookkeeping/accounting procedures are integrated into the administrative structure of the mission center and congregations.

- Facilitates the recruiting, training, and equipping of administrative volunteers and locally funded staff such as financial officer, bookkeepers, recorders, and campground board members, including the use of MIS/Shelby.
- Works with the field apostle and USA FSM team lead to address needs of the USA fields as required.

**Competencies/Skills**

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<tr>
<th>Competency</th>
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<tr>
<td>a.</td>
<td>Ability to travel and effectively communicate with local church leaders</td>
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<td>b.</td>
<td>Working knowledge of computer programs/systems: MS Word/Excel, MS PowerPoint, MS Outlook, MS OneDrive, MIS/Shelby – or the ability to learn these programs and systems in six months.</td>
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<td>c.</td>
<td>Knowledge of basic accounting principles or the ability to learn these skills in six months.</td>
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<td>d.</td>
<td>Good collaboration and negotiation skills.</td>
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<td>e.</td>
<td>Working knowledge of Community of Christ administrative procedures and policies.</td>
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**Supervisory Responsibility**

- ☒ Yes
- ☐ No (unless requested by field apostle)

If yes, please say how many staff and what positions are being supervised. Click here to enter text.

**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.

**Ministerial Tier**

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**Ministerial Status**

- ☒ Yes
- ☐ No

**Overtime Status**

- ☒ Exempt
- ☐ Non-exempt