

## **2025 Job Description by Mission Center Key Functions in Bylaws**

### **Mission Center Financial Officer**

#### Pastoral Support for Congregation Leaders & Congregational Consultant Ministries

- Advise and assist congregation financial officers and assistants
- Oversee oblation requests
- Complete CFO duties on internal contractual basis with congregations as needed

#### Leadership Skill Development

- Recommend and train new congregation financial officers and financial record inspectors
- Provide training and support for Shelby entries and E-Tithing transactions
- Support and guide bishops and Aaronic ministers
- Train, supervise, and support campground financial officers

#### Congregational Crisis Support

- Provide interim leadership and bookkeeping in the absence of a CFO
- Provide assistance with insurance claims
- Manage funds and asset distribution from disorganized congregations

#### Financial resource development and support

- Process receipts and expenses for mission center operations and ministries
- Complete bookkeeping for mission center funds
- Manage bank accounts and investment funds
- Promote tithing and generosity resources
- Manage online contribution platforms
- Collaborate with MCP to develop and manage mission center operating and program budgets
- Serve as ex-officio member on boards and executive committees
- Serve as ex-officio member and chair of combined campgrounds executive committee

#### Specialized Ministries (e.g., children, youth, young adult, singles) & Coordination of Periodic Celebration Events (e.g., reunions, camps, etc.)

- Present financial inspection report and financial information to congregation leaders and delegates
- Process donations and expenses for camps, gatherings, and conferences

#### Technical assistance to congregations (e.g., legal, risk management, real estate, etc.)

- Provide assistance for completing service provider contracts
- Provide assistance with building rental/use agreements
- Provide assistance with property sales
- Assist the mission center recorder with Shelby entries as needed

#### Human resources

- Process payroll for mission center staff
- Complete hiring paperwork as needed
- Support congregation employee payroll or process payroll on internal contractual basis
- Manage mission center employee benefit programs

#### Essential Administrative Functions (e.g., implementation of World Church policies, priesthood administration, pastoral supervision, etc.)

- Ensure annual financial statement and procedures inspections are completed
- Ensure preparation of year-end tax documents for employees and contributors
- Assist congregations, campgrounds, and ministries with legal compliance requirements