

# 2025 Job Description by Mission Center Key Functions in Bylaws

## Mission Center President

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

- Facilitate pastor meetings via Zoom
- Provide training for new pastors and ongoing support/mentoring for pastors upon request
- Oversee the mission center council and congregation visits by council members
- Collaborate on congregation conference scheduling and provide support as needed
- Consult on appointment of congregation financial officers

### Leadership Skill Development

- Discern and approve recommendations for ordination and support ordination preparation
- Support, guide, and supervise world church ministers

### Missionary Ministries and Church Planting

- Advise and assist new expressions
- Collaborate with world church ministers and pastors to identify new missional opportunities

### Congregational Crisis Support

- Liaison with field and IHQ (risk, general counsel, communications) during emergencies and crises
- Provide interim congregation leadership in absence of a pastor
- Arrange for ministry response to traumatic events
- Facilitate conflict resolution as needed

### Financial Resource Development and Support

- Collaborate with MCFO to manage mission center assets, develop budgets, and oversee income, expenses, and use of restricted funds
- Serve as ex-officio member on campground boards and executive committee or appoint designee
- Serve as secretary for combined campgrounds executive committee

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

- Schedule and preside over mission center conferences
- Oversee camping ministries and planning of mission center conferences and gatherings

### Technical Assistance to Congregations (e.g., legal, risk management, real estate, etc.)

- Consider recommended property sales and capital projects
- Liaison with World Church and field leaders and IHQ departments as needed

### Human Resources

- Supervise, evaluate, and support mission center staff and volunteers
- Advise campgrounds and congregations on HR policy and respond to questions
- Coordinate position postings and hiring as needed

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

- Process children and youth worker applications
- Review priesthood status changes (leave, inactive, emeritus, release) as needed
- Serve as or appoint pastor for general and nonresident members
- Post announcements and distribute information from World Church and other mission centers
- Process requests for ministry outside the mission center