

2025 Job Description by Mission Center Key Functions in Bylaws

Project Coordinator

Leadership Skill Development

- Provide training/consultation and facilitate records/system transfers during MCP transition
- Provide training and support for use of Robert's Rules of Order by presiding officers, secretaries, board members, delegates, and members

Congregational Consultant Ministries

- Liaison between Earth Stewardship Team and congregations upon request
- Liaison between Diversity Team (NCAC) and congregations upon request
- Represent mission center officers for congregational conferences
- Develop annual mission center directory

Congregational crisis support

- Oversee records retention, member transfers, and final actions for disorganized congregations
- Assist with interim leadership and incident responses as needed

Financial resource development and support

- Consult on management of Campus Ministry Center budget and resources
- Support management and transfer of Detroit Properties to Detroit Hope Congregation
- Serve as MCP or MCFO designee on campground boards as needed

Specialized ministries (e.g., children, youth, young adult, singles)

- Facilitate Earth Stewardship Team meetings and support the team's initiatives
- Facilitate Diversity Team (NCAC) meetings and support the team's initiatives
- Coordinate and support Campus Ministry Center operations and initiatives
- Create and manage online event registration forms

Coordination of periodic celebration events (e.g., reunions, camps, etc.)

- Lead planning, organization, and operation of mission center conference
- Maintain mission center conference records and assist with executing conference actions

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

- Draft scripts and answer questions pertaining to bylaws, policies, and Robert's Rules of Order
- Consult with mission center officers on energy related capital projects
- Assist with projects as directed by mission center officers

Essential administrative functions (e.g., implementation of World Church policies, priesthood administration, pastoral supervision, etc.)

- Assist mission center officers as needed with communications, Shelby records review and updates, recommendations for ordination, priesthood status category changes, administrative interviews and actions, financial inspections, policy compliance, legal compliance, and other tasks as assigned