



Community of Christ

Position Description

Date	2025
Title	Mission Center Financial Officer
Education Requirements	Master's Degree – Seminary Preferred
Experience Required/Desired	5+ Years
Immediate Supervisor	Mission Center President
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <i>List hours per week: 24 hours per week</i> <input type="checkbox"/> Part Time (under 20 hours per week)

Summary of Position <i>(3-4 sentences describing the position in general terms)</i>	Teaching of Disciples Generous Response principles. Representing needs and use of World Mission tithes. Recruiting, appointing, training and supervising congregational financial officers. Overseeing the appropriate management and maintenance of church properties to include onsite World Church representation for all building projects.
Essential Functions <i>(List as many specific responsibilities and duties as required, with a minimum of 5.)</i>	<ol style="list-style-type: none"> 1. Encourage incorporation of Disciple Generous Response and its principles into members' daily life. 2. Coordination of self-sustaining congregational financial officers. 3. 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, congregations, and campground and/or other boards. 4. Lead the funding for mission activities. 5. World Church representative on campground boards.

	<p>6. Oversee the management and maintenance of church properties within the mission center, to include onsite World Church representative for all building projects.</p> <p>7. Serve as Risk Manager for the mission center in coordination with the World Church Risk Management practices and policies.</p> <p>8. Manage mission center membership records. Responsible for mission center records retention and management.</p>
<p>Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including physical demands, with a minimum of 5 required and 3-5 desired)</i></p>	<ol style="list-style-type: none"> 1. Approachability 2. Timely Decision Making 3. Composure 4. Delegation 5. Conflict Management 6. Managing Diversity 7. Informing 8. Motivating Others 9. Integrity and Trust 10. Organizing 11. Listening 12. Priority Setting 13. Work/Life Balance 14. Building Effective Teams 15. Managing Vision and Purpose 16. Scriptural/Theological Knowledge 17. Ministerial Focus 18. Developing Others
<p>Supervisory Responsibility</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please say how many staff and what positions are being supervised. Multiple volunteer congregation and campground financial officers.</p>
<p>Other Duties</p>	<p>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.</p>
<p>Registered Youth Worker</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p>Grade <i>(To be filled out by Human Resource Ministries)</i></p>	
<p>Ministerial Status <i>(to be determined by Human Resource Ministries)</i></p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

Overtime Status <i>(to be determined by Human Resource Ministries)</i>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt
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This job description is approved by the following:

Printed Name	Signature	Date
Immediate Supervisor		
Director, Human Resource Ministries		
<i>Employee signature below constitutes the employee's understanding of the requirements, essential functions and duties of the position.</i>		
Employee		