



Community of Christ

Position Description

Date	2025
Title	Mission Center President
Education Requirements	Master's Degree – Seminary Preferred
Experience Required/Desired	5+ years
Immediate Supervisor	Field Apostle
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>	Chief administrative, pastoral, and expansion officer of the church within the mission center. Entrusted with the care and direction of the mission center's congregations. Focuses on strengthening existing congregations and helping them grow while supporting new expressions of mission.
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. Facilitates participatory planning and the establishment of mission center priorities. 2. Supervises mission center staff and coordinates staff team building. 3. Oversees the administration of World Church policies and procedures. 4. Overseer for youth worker registration process compliance. 5. Aligns mission center support ministries with congregational needs & opportunities (see the Bylaws for a listing of basic Mission Center functions). 6. Supports new expressions of mission in community that relate to changing contexts.
Competencies/Skills <i>(List knowledge, skills and abilities necessary to perform job, including)</i>	Required <ol style="list-style-type: none"> 1. Relates well with others 2. Ability to balance priorities

<i>physical demands, with a minimum of 5 required and 3-5 desired)</i>	3. Integrity and trust 4. Motivating others 5. Organizing 6. Action-oriented 7. Conflict Management 8. Leadership Skills
Supervisory Responsibility	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please say how many staff and what positions are being supervised. Direct Supervision of three staff positions. Secondary supervision of multiple congregation and campground employees.
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
Grade (To be filled out by Human Resource Ministries)	Tier Two Minister
Ministerial Status (to be determined by Human Resource Ministries)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Overtime Status (to be determined by Human Resource Ministries)	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt

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		

