

Job Descriptions Provided by Human Resource Ministries

Mission Center President

Education Requirements: Master's Degree – Seminary Preferred

Experience Required/Desired: 5+ years

Immediate Supervisor: Field Apostle

Employment Status: Full Time (40 hours per week)

Summary of Position: 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 & helping them grow while supporting new expressions of mission.

Essential Functions:

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.

Mission Center Financial Officer

Education Requirements: Master's Degree – Seminary Preferred

Experience Required/Desired: 5+ years

Immediate Supervisor: Mission Center President

Employment Status: Full Time (40 hours per week)

Summary of Position: 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.

Primary Responsibilities Include:

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.
6. Oversee the management and maintenance of church properties within the mission center, to include onsite World Church representative for all building projects.
7. Serve as Risk Manager for the mission center in coordination with the World Church Risk Management practices and policies.
8. Manage mission center membership records. Responsible for mission center records retention and management.

Job Descriptions Created for Michigan Mission Center Positions

Camping Coordinator

Education Requirements: High School

Experience Required/Desired: 3-5 years

Immediate Supervisor: Mission Center President

Employment Status: Full Time (40 hours per week)

Summary of Position: Leads, coordinates, and supports camping ministries as directed by the mission center officers. Responsible for recruiting, training, and supporting camp directors and staff. Ensures compliance with state and local laws and regulations for camps and church policies for youth ministries. Promotes camping ministries with internal and external audiences. Serves as a liaison with campground managers and campground boards on behalf of camping ministries.

Essential Functions:

1. Coordinate and direct youth camp and family camp ministries.
2. Provide for periodic retreats for youth and families.
3. Support congregations and groups planning retreats as needed.
4. Provide child protection training as needed.
5. Promote camping ministries to internal and external audiences.
6. Explore and support new models for camps, retreats, and gatherings at campgrounds.
7. Solicit program donations and other funding for youth camps, family camps, and retreats.

Project Coordinator

Education Requirements: Master's Degree - Seminary Preferred

Experience Required/Desired: 5+ years

Immediate Supervisor: Mission Center President

Employment Status: Part Time (20 hours per week - 40 week position)

Summary of Position: Leads, coordinates, and supports administrative and missional projects as determined by the mission center officers. Will facilitate the transition to and training for the new mission center president. Serves as primary coordinator for conference created teams, the Campus Ministry Center, and mission center conference. Coordinates annual and one-time projects in support of mission center officer functions and responsibilities.

Essential Functions:

1. Provide training/consultation and facilitate records/system transfers during MCP transition.
2. Facilitate Earth Stewardship Team meetings and support the team's initiatives.
3. Facilitate Diversity Team (NCAC) meetings and support the team's initiatives.
4. Coordinate and support Campus Ministry Center operations and initiatives.
5. Lead planning, organization, and operation of mission center conference.
6. Create and manage online event registration forms.
7. Assist mission center officers with projects and tasks as needed.