

2026 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:

- Facilitates participatory planning and the establishment of mission center priorities.
- Supervises mission center staff and coordinates staff team building.
- Oversees the administration of World Church policies and procedures.
- Overseer for youth worker registration process compliance.
- Oversees Mission Center Council, and supports mission center teams, pastors and priesthood.
- Aligns mission center support ministries with congregational needs & opportunities (see the Bylaws for a listing of basic Mission Center functions).
- Supports new expressions of mission in communities that relate to changing contexts.
- Provides training for congregations and priesthood leaders.
- Explores and supports new models for camps, retreats, and gatherings at campgrounds.
- Coordinates youth camp and family camp ministries.
- Provides for periodic retreats for youth and families.

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:

- Coordination of self-sustaining congregational financial officers.
- 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.
- Leads the funding for mission activities. Solicit program donations and other funding for youth camps, family camps, and retreats.
- World Church representative on campground boards.
- Oversees the management and maintenance of church properties within the mission center, to include onsite World Church representative for all building projects.
- Serves as Risk Manager for the mission center in coordination with the World Church Risk Management practices and policies.
- Manages mission center membership records. Responsible for mission center records retention and management.

2026 Job Description for Mission Center Position

Project & Communications Coordinator

Education Requirements: Master's Degree - Seminary Preferred

Experience Required/Desired: 5+ years

Immediate Supervisor: Mission Center President

Employment Status: Part Time (30 hours per week - 40 week position)

Summary of Position: Leads, coordinates, and supports administrative and missional projects as determined by the mission center officers. 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. Assists with mission center communications.

Essential Functions:

- Facilitates Earth Stewardship Team meetings and supports the team's initiatives.
- Facilitates Diversity Team (NCAC) meetings and supports the team's initiatives.
- Coordinates and supports Campus Ministry Center operations and initiatives.
- Coordinates licensing and regulations for camping ministries.
- Provides child protection training regularly and assists with RCYW processing.
- Assists with mission center communications.
- Creates and manages online event registration forms.
- Leads planning, organization, and operation of mission center conferences.
- Assists mission center officers with projects and tasks as needed.