



Community of Christ

CANADA WEST MISSION CENTRE

VOLUNTEER MISSION CENTRE PRESIDENCY

POSITION DESCRIPTION

This position description represents a complete description of the role of Mission Centre President consistent with World Church expectations for the position. In Canada West Mission Centre the position will be divided between up to three volunteers. The division of responsibilities will be determined based on the interests and skills of those interested and approved for the position. The new mission centre team and its division of responsibilities will be determined with the Field Apostle as the supervising officer.

Position Titles: <ul style="list-style-type: none">• Mission Centre President of Record• Up to two (2) Co-Mission Centre Presidents	Status: <ul style="list-style-type: none">• All three positions are volunteer• Up to 20 hours per week
Mission Centre: <ul style="list-style-type: none">• Canada West Mission Centre	Classification: <ul style="list-style-type: none">• Field Officer
Position Summary: <p>The Mission Centre Presidency are the chief administrative and spiritual leaders of the Mission Centre. They collaborate with congregations to lead mission in accordance with the church's Bylaws. They are entrusted with the care and direction of the mission center's congregations. They focus on strengthening existing congregations and helping them grow while supporting new expressions of mission.</p>	
Essential Functions: <ol style="list-style-type: none">1. Facilitate participatory planning and the establishment of Mission Centre priorities.2. Support pastors and key mission center leaders, providing opportunities for continued nurture and development and ensuring alignment with Community of Christ identity, mission, message, and beliefs.3. Supervise Mission Centre staff and coordinate staff team building and effective deployment of staff.4. Oversee the administration of World Church policies and procedures.5. Align Mission Centre support ministries with congregational needs and opportunities (see the Bylaws for a listing of basic Mission Centre functions).	
Qualifications: <ul style="list-style-type: none">• Work Experience: Minimum 3 to 5 years• Church Experience: Congregation Pastor; other congregational leadership; mission centre leadership (beyond congregation level); camp and program development and leadership; familiarity with World Church and church polity; attendance at World Conference.• Education: Bachelor's Degree preferred. A variety of backgrounds may contribute to success in this role including business administration, leadership, education, theological or seminary training.	

- Registered Youth Worker through Community of Christ, or willing and able to successfully obtain the registration within 30 days of appointment
- Must be an ordained Melchisedec priesthood member in the Community of Christ
- Strong personal testimony of Jesus Christ
- Commitment to continuing education and spiritual growth

Key Competencies include:

1. Relates well with others
2. Ability to balance priorities
3. Integrity and trust
4. Motivating others
5. Organizing
6. Action-oriented
7. Conflict Management
8. Leadership Skills

Primary Responsibilities Include:

- a) As the spiritual leader of the Mission Centre, the MC Presidency models public ministry that is aligned with the church's identity, message, mission, and beliefs.
- b) The primary role of the MC Presidency is to recruit, develop, and entrust others in supporting and leading mission including Mission Centre staff.
- c) The MC Presidency ensures that people and processes are in place to:
 - a. Strengthen existing congregations and help them grow while supporting the planting of new congregations as a central part of the Mission Centre's program of ministries;
 - b. Work with the priesthood and leadership of each congregation to help congregations experience mission and to discover and recruit the best person(s) available to serve as pastor; and,
 - c. Provide disciple and leadership formation as well as community building opportunities for the Mission Centre; and,
 - d. Support the leadership and operation of any Community of Christ campground(s) in the Mission Centre.
- d) All pastors report to the MC Presidency and are subject to their supervision. They are accountable to the MCP for the conduct of the affairs of the congregation. In turn, the MCP is responsible to the supervising Apostle and the Bishop of Canada for the conduct of the affairs of the Mission Centre.
- e) The Canada West Mission Centre Presidency may participate in strategic planning with congregational leadership teams around local issues of mission and also with the Canadian Leadership Team in discerning future priorities for Community of Christ mission in Canada.
- f) The MCP is supported by the Mission Centre Financial Officer in developing and managing budgets as well as other temporal matters.
- g) The MCP will call for an audit of the Mission Centre financial records each year.

ADDENDUM:

Mission Centre Presidency Responsibilities and Expectations Specific to the Canada West Mission Centre

The Canada West Mission Centre Presidency:

1. Provides support to twelve congregations across the four Canadian western provinces
2. Provides supervision, support, and direction to MC staff, including:
 - a. MC Administrative Assistant and Communications Coordinator
 - b. MC Camping and Retreat Coordinator
 - c. Canada West Creating Connection Director
 - Note re: Creating Connection Director:
 - i. Primary supervision from Canada West MCP
 - ii. Program content advice from Canada East MCP
3. Works closely with the Canada West Mission Centre Financial Officer
4. Reports directly to the Apostle assigned to the Canada West Mission Centre
5. Receives support from, and provides support to, the Bishop of Canada
6. Is an active member of the Canadian Leadership Team along with: Apostle for Canada, Bishop of Canada, President of Seventy for Canada, Canada West Mission Centre Financial Officer, Canada East MCP, Canada East MCFO, and the Communications Director for Canada
7. Supports Canada-wide mission-related initiatives, normally initiated by the Apostle to Canada and/or the Canadian Leadership Team
8. Provides support to pastors and to apostle and president of seventy on priesthood calls, priesthood education, priesthood direction and supervision, and, when necessary, priesthood discipline
9. To the extent possible, maintains some lines of communication with non-resident members in all four provinces
10. Appoints and Presides over MC Advisory Council
 - a. Meetings are at the call of the MCP
 - b. Typically one or two meetings per year for specific agenda items
11. Provides support to MC Recorder
 - a. Provides World Church procedural advice and context
 - b. Often provides support on minor technical issues related to Shelby Ministerial Information System (not absolutely required of MCP; support also available from Canadian Church Office and from International Headquarters)
12. Provides occasional support to MC Historian
 - a. Mostly in encouraging and supporting the role of Historian at the congregational level

13. Provides occasional support to the Canadian Peace and Justice Committee and Chair
 14. Ex-Officio member of Hills of Peace Campground Board of Directors
 - a. 3 to 5 meetings per year (at least one in-person at camp; others online)
 - b. MCP provides significant planning and directing role for the Board
 15. Ex-Officio member of Samish Campground and Retreat Centre Board of Directors
 - a. 4 meetings per year (one in-person at camp; others online)
 - b. Shared responsibility with 2 other U.S.-based mission centres (Greater Pacific Northwest MC and Inland West MC)
 - c. Regular liaison with Board Chair
 - d. Occasional communication with the other 2 MCPs
 16. Ex-Officio member of Canadian Community of Christ corporation
 - a. CW MCP is a member, not a director
 - b. One meeting per year specifically for members
 - c. Two meetings per year for Directors to which members are invited as observers
 17. Provides support to other church-related institutions and programs as required. For example:
 - a. World Accord
 - b. Encounter World Religions Centre
 - c. World Conference
 - d. Graceland Spectacular (SPEC)
 - e. Graceland University
 - f. Community of Christ Graceland Seminary
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*** See Next Page for Application Instructions

Application Instructions

Interested applicants are asked to prepare an application including a cover letter and resume.

If the following information is not included in either of the letter or resume, provide an additional document that will include:

- Current mailing address
- Current email address
- Current phone number
- A summary of church activity and event participation
- A summary of church leadership positions held (current and past)
- Church-related education (e.g., relevant Temple School or MEADS courses, seminary experience [Graceland or other institutions], other specialized training)

Send application to:

- Apostle Art Smith, via email at: asmith@cofchrist.org

Application deadline:

- ~~Friday, July 23~~
- Extended to Monday, August 9