



HUB LEADERSHIP RESPONSIBILITIES AND ROLES

In attempting to write a job description for Mission Central HUB leadership, we must start with a disclaimer that each HUB has varied tasks depending on its location, size, support, and scope.

HUB leadership needs to be trained, and then transfer the Mission Central processes to your own HUB situation. (This is usually done after the Covenant Agreement is signed.)

The HUB really needs to have a flexible leadership team committed to making the HUB effective for mission ministry in their own niche as God's direction is revealed.

Four main roles need to be filled at a HUB. This can be handled in a variety of ways by a variety of persons as a team. (Refer to section 3.8 of Covenant Agreement.)

1-Site Manager

- Liaison between the facility/church, local area, and Mission Central
- Logistics manager of operating hours
- Manager of receiving supplies, storage, and shipping
- Organizer, delegator, decision maker, and record keeper

2-Volunteer Coordinator

- Recruits Volunteers
- Schedules Volunteers (needs to be available to contact and follow-through)
- Enjoys working with volunteers

3-Communicator

- Needs passion for mission ministry
- Needs to communicate with local churches and agencies to solicit supplies and volunteers
- Needs to communicate with Mission Central (e.g. quarterly reports, God Moments, End-result stories, HUB page website update)
- Speaker for Mission Central and the HUB: addressing churches, civic clubs, clergy +/- laity gatherings as available.

4-Treasurer

- Needs to be comfortable handling funds
- Pay bills (e.g. rent, utilities)
- Assist with HUB fundraisers where a 10% tithe goes to Mission Central

