
CA-NV-HI District
Church Extension Fund
Position Description: *President*

Mission Statement

The primary mission of the CNH Church Extension Fund is to provide funds to assist member congregations of the CNH District with loans for sites and facilities in the Church's program of expansion; for the renovation and improvement of existing facilities; and for the refinancing of capital indebtedness. A secondary mission of the CEF is to motivate individuals and congregations to support the loan program through investments in CEF.

Job Description

The President of the CNH District CEF is responsible for accomplishing five broad areas of work: Management of the fund and its operations, loan underwriting and portfolio management, development of investors, working with churches in developing ministry plans related to CEF funding, and partnering with the district executive staff in helping to fund new missions and mission efforts. The more detailed job description is according to these five categories.

Management of the Fund

1. Ensure that the Fund is operated in a sound and prudent fiscal manner.
2. Oversee the operations according to generally accepted accounting principles as adopted by the Financial Accounting Standards Board.
3. Comply with all legal requirements for operating the Fund
4. Maintain ethical practices and preserve the Fund's non-profit status.
5. See that accurate and complete records are kept and secured.
6. Operate the Fund in compliance with the fiscal ratios set by Synod's Board for Church Extension.
7. Act as liaison to other independent CEF's and Synodical Board for Church Extension (LCEF)

Loan Underwriting & Portfolio Management

8. Evaluate loan applications from churches and related financial statements.
9. Advise churches on overall debt financing and affordability of new projects.
10. Administer loan payouts to coincide with project milestones. Monitor project costs against budget.
11. Work with churches to resolve loan delinquencies and negotiate loan workouts.

Development of Investors

12. Represent the Fund to the public consistent with Biblical principles of mission and stewardship.
13. Advocate for increased investors.
14. Oversee the process and programs used to solicit additional investors and investments.

Work with Churches in Developing Ministry Plans related to CEF Funding

15. Meet regularly with the District President to apprise him of the health of churches applying to CEF and of their plans, and to collaboratively develop strategies for directing these ministries.
16. Consult with churches that are applying to CEF or who are seeking financial direction to assist them in developing effective ministry plans.
17. Review the progress of churches with whom CEF has partnered.
18. Under authority, delegated by the Board, executes all legal documents on behalf of the corporation, including but not limited to contracts for the sale and/or purchase of land, Deeds, Discharges of Mortgage, vendor contracts, and the like, in the normal course of business and for the efficient operation of the Fund. The primary signer (together with the Board and other staff members designated by the Board) on all bank and investment accounts

Help to Fund New Missions

19. Meet regularly with the District President (and his staff) to collaboratively develop a plan for those places where CEF might serve a role in the development of a new mission.
20. Work with churches or ministries in assisting them to fund new mission efforts according to sound

fiscal planning and effective missiological principles.

21. Assist churches in developing financial models for schools.

Qualifications

- LCMS member with at least five years of active leadership within the LCMS or LCMS congregation
- Demonstrated ability in financial management and operations
Preferred: BA in finance or accounting and/or 10 years experience in finance, banking, or accounting. This should include at least 3 years of banking experience.
- Demonstrated ability to articulate a vision of the organization and provide effective motivational leadership
- Demonstrated public speaking ability

Reporting

This position reports directly to the CEF Board of Directors and coordinates and reports to the District President on the CEF's work with the health and ministry of churches.

Interested parties should forward their resume to:

Mr. William Swift
4480 Monte Vista Drive
Camino, CA 95709

Any questions about the position can be addressed to Bill Swift at bill.swift@comcast.net