

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Care Committee Ministry
Reports To: Director of Enabling
Date Prepared/Revised: May 8, 2008

Principle Function

To minister to our college students and military personnel by providing encouraging letters and gifts that will meet their spiritual, mental and physical needs.

Specific Responsibilities

- Monitor the number of students and officers in school or away on duty.
- Monitor and distribute financial incentives to members twice a year.
- Assist with financial aid awareness for high school seniors & college students.
- Provide reasonable assurance that the following Mount Zion Baptist Church ministries objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 2. Efficiency in performing assigned responsibilities and duties
 3. Assessment of possible risks and exposures to the church
 4. Compliance with applicable governmental laws and regulations
 5. Reliability in the managing and reporting of church finances
 6. Observance of internal policies, standards and procedures
- Prepare the ministry's annual General Operating Budget request.
- Present an Annual Report of ministry to the Director of Enabling.
- Perform other duties as requested by the Director of Enabling.