

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Cell Group Leader
Reports To: Yokefellow; District Deacon/ Deaconess; Lead Deacon/
Deaconess and Deacons Ministry Chairperson
Date Prepared/Revised:

Principle Function

The cell group leader's principle function is to glorify God by supporting the purpose and work of God in and through Mount Zion Baptist Church. The general mission of a cell group leader is to *carry out those administrative and ministry needs that free the elders and ministerial staff to giving their full attention to praying, teaching, preaching, equipping and giving oversight to leadership and shepherding matters of the body.*

Specific Duties and Responsibilities

The duties and responsibilities of a cell group leader consist primarily of those tasks, *which need to be performed to assist the elders and ministerial staff with the operations of Mount Zion Baptist Church. Their primary service will consist of giving administrative oversight (i.e. Chairperson) to Standing Committees or ministry oversight (i.e. Chairperson) to Ministry Teams, which have been established by the elders.*

Each deacon should individually review these responsibilities with their spiritual giftedness, talents, and professional experience in mind. No one deacon, or small group of deacons, should over commit themselves in performing such duties. These duties should be accomplished on a collective basis by the involvement of all deacons. It will be the Deacons Ministry Chairperson's responsibility to assist deacons with assignments and to assure that such tasks are being completed in an effective, efficient, and timely manner.

General Duties and Responsibilities will include:

Administrative Support

- Serving church membership through the process of the JETHRO Principle

- Serving as communicator the cell group by disseminating information to and from ministry leaders (i.e., written, phone, fax, email, etc.)
- Christian Development
- Serving as Bible Study leader in the home of church members by facilitating informal biblical group discussions
- Coordinating cell group gatherings on a regular and consistent basis for study, fellowship, etc.
- Developing cell group leaders within cell groups
- Spiritual support to cell group members (be available and accessible) by assisting in their understanding of the Bible
- Doing follow up on absent cell group members
- Keeping abreast of major events of members—sickness, hospitalization, death and share with Yoke Fellow leader in a timely manner
- Acknowledging special occasions for cell group members—birthdays, anniversaries, births through direct contact with such members
- Serving as first contact for members for ongoing support (i.e. Christian development, individual needs, etc.)
- Encouraging members to develop and maintain a personal relationship with God

Duties

- Preparing for cell group lessons through prayer and study
- Effectively leading people to Christ when needed
- Being an encourager