

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Continuing Education/Tutorial
Reports To: Equipping Team
Date Prepared/Revised: May 15, 2008

Principle Function

Primary function is to coordinate, encourage, facilitate and enhance educational needs in the Body of Christ at Mount Zion through tutorial programs and continuing education.

Specific Responsibilities

- Coordinate all educational programs to address and meet the needs of the Body of Christ in Mount Zion and community.
- Develop, facilitate and monitor training to enhance educational programs effectiveness.
- Recruit new members for Educational Enhancement Ministry.
- Leader will coordinate, plan and facilitate meetings to keep all Educational Group Leaders abreast of church policies and procedures.
- Leader will develop and monitor budget for each Educational Enhancement Group.
- Make appointments to various positions as needed.
- Delegate activities to persons who can implement specific activities, and be the primary resource for all lead persons.
- Be available to meet physical, emotional and spiritual needs of members, for example: prayer, visitation and/or support.
- Determine that all leaders are fulfilling their responsibilities in an effective and efficient manner.
- Set dates and times of leadership meetings.
- Communicate with selected members before each meeting to determine agendas.

- Communicate plans and dates with ministerial staff.
- Prayer coverage for leaders
- Attend mandatory leadership meetings held by the pastor and divisional manager, held once a month.
- Ensure the CAFÉ principle is active in the ministry.
- Sign vouchers for ministry financial needs.
- Manage budget and plan for next year budget by June of each year.
- Turn in budget for the following year to Departmental Manager by September.
- Inform all leaders and members regarding events and duty responsibilities.
- Support leadership.
- Oversee financial matters of the ministry.
- Prepare the ministry's annual General Operating Budget request.