

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Family Fellowship Ministry Leader
Reports To: Encouragement Team
Date Prepared/Revised: May 15, 2008

Principle Function

Primary function is to coordinate, develop, monitor and facilitate activities that would meet the needs of Mount Zion members of all ages. Evaluate and monitor programs and events that will enhance the spiritual growth and promote fellowship.

Specific Responsibilities

- Develop, design, monitor, plan and evaluate the programs and activities that are established for members of Mount Zion
- Monitor the funds allotted for fellowship activities.
- Work with all ministries at Mount Zion to provide the opportunity for growth spiritually, increase family worship and enhance their gifts from God.
- Conduct recruitment and orientation sessions for new volunteers.
- Leader will coordinate with Staff the resources to meet the needs of the fellowship for all age groups.
- Develop, monitor and maintain the budget for fellowship activities.
- 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.

- Communicates plans and dates with ministerial staff.
- Prayer coverage for leaders.
- Attend mandatory leadership meeting 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 leader and members regarding events and duty responsibilities.
- Perform succession planning.
- Support leadership.
- Oversee policies financial matters of the ministry.
- Contact person for the Family Fellowship Ministry activity, set meetings, oversee policies and procedures ensure proper training, prepare monthly group meetings, and plan schedules.
- Administer funds provided and develop budget requirements as instructed by the Finance Committee.
- Cooperate and coordinate with other church committees and ministry teams.
- Prepare the ministry's annual General Operating Budget request.