

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: G. W. Brooks Scholarship
Reports To: Enabling Team
Date Prepared/Revised: May 15, 2008

Principle Function

To aide support and facilitate higher education through scholarships.

Specific Responsibilities

- Delegate activities to persons who can implement specific activities, and be the primary resource for all lead persons.
- Set dates and times of leadership meetings.
- Communicate with selected members before each meeting to determine agendas.
- Communicates plans and dates with ministerial staff.
- Attend mandatory leadership meeting held by the Pastor and Divisional Manager, held once a month.
- Ensure 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.