

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Historical Ministry
Reports To: Director of Equipping
Staff Advisor: Director of Equipping
Date Prepared/Revised: May 15, 2008

Principle Function

To maintain accurate historical data which may prove to be beneficial as the church grows and expands.

Specific Responsibilities

- Assist, monitor, and coordinate the ministry to:
 1. Locate and preserve records and other materials of historical value to Mount Zion Baptist Church. All important historical documents will be maintained under fire protection in the church office.
 2. Take pictures; keep brochures and articles and document facts of important church-wide events as they occur.
 3. Ensure that the cabinets designated for Bishop and First Lady are maintained and kept current.
 4. Periodically, communicate the heritage of the church to the congregation (using church publications and/or worship services).
 5. Keep adequate records and information of its current progress (i.e. discussions, membership, attendance, budgets, actual budget and designated giving). Use forms in Administrative Forms Manual to document information.
 6. Provide an overview of key historical events and milestones of the church for inclusion in the New Member's Class informational packet.
- Provide reasonable assurance that the following Mount Zion Baptist Church ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goal
 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 Equipping.
- Perform other duties as requested by the Director of Equipping.