

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Hospitality Ministry Leader
Reports To: Director of Exaltation
Date Prepared/Revised: July 29, 2006

Principle Function

Work towards fulfilling the purpose of the Hospitality Ministry according to the vision of Mount Zion Baptist Church of Greensboro, Inc.. to support the growth and development of the ministry as well as serve the parishioners of the church body.

1. The Ministry Leader shall:

- a) Make appointments to various positions as needed.
- b) Delegate activities to persons who can implement specific activities, and be the primary resource for all lead persons.
- c) Be available to meet physical, emotional and spiritual needs of members, for example: prayer, visitation and/or support.
- d) Determine that all leaders are fulfilling their responsibilities in an effective and efficient manner.
- e) Set dates and times of leadership meetings.
- f) Communicate with selected members before each meeting to determine agendas.
- g) Communicates plans and dates with ministerial staff.
- h) Prayer coverage for leaders.
- i) Executive meeting once a month.
- j) Attend mandatory leadership meeting held by the pastor and divisional manager, held once a month.
- k) Ensure the CAFÉ principle is active in the ministry.
- l) Sign vouchers for ministry financial needs.
- m) Manage budget and plan for next year budget by June of each year.
- n) Turn in budget for the following year to Departmental Manager by September.
- o) Inform all leaders and members regarding events and duty responsibilities.
- p) Perform succession planning.
- q) Support leadership.
- r) Oversee financial matters of the ministry.
- s) Conduct performance review and exit interviews.
- t) Function as Overseer at any of Hospitality's Church affairs. Must be free to move from door to door, or any area where greeters/servers are On-duty, but not to interfere with Lead person and their duties.

Specific List of Responsibilities

- Contact person for the Hospitality Ministry, set meetings, oversee policies and procedures, ensure proper training, prepare monthly group meetings, plan hospitality schedules.
- Function as Overseer at any of Hospitality's Church affairs. Must be free to move from door to door, or any area where greets/servers are On-duty, but not to interfere with Lead person and their duties.
- Administer funds provided and develop budget requirements as instructed by the Finance Committee.
- Cooperate and coordinate with other church committees and ministry teams.
- Provide reasonable assurance that the following Mount Zion ministry objectives have been achieved in their specific ministry:
 1. Effectiveness in accomplishing the church's ministry purpose, objectives and goals
 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.