

Mount Zion Baptist Church of Greensboro, Inc.

MINISTRY DESCRIPTION

Ministry Title: Legal Committee
Reports To: Executive Council
Committee Member from Staff: Director of Enabling
Date Prepared/Revised: May 20, 2005

Ministry Purpose Statement

Advise the church in legal matters related to the church and/or any of its integrated auxiliary activities. Ensure the safety and well being of the employees, congregation, and visitors of Mount Zion Baptist Church while they are on the premises of the church, involved in church-related or sponsored activities, and while using church owned equipment. Make recommendations to reduce insurance and operating costs by helping detect and correct conditions that can cause accidents, injuries, financial losses and legal risks.

Specific List of Responsibilities

- Review all legal documents before the corporate officers sign them.
- Seek to be informed on legal matters that might affect all church operations.
- Periodically perform risk assessment reviews. Present risk seminars to staff, ministry leaders and church members.
- Assist the Advisory Committee with establishing and maintaining an effective injury prevention program and safety hazards communication guidelines.
- Advise the Facilities Committee and make recommendations concerning safety matters by:
 1. Considering existing practices and rules relating to safety,
 2. Formulating suggested changes in existing safety practices and rules relating to safety,
 3. Recommending adoption of new safety practices and safety rules, and
 4. Recommending implementation or corrective measures to eliminate unsafe conditions and practices and to improve existing safety conditions and practices.

- Work closely with the church's legal counsel.
- Monitor and keep current, the church's Disaster Management Plan as documented in the Leadership and Management Section of the Policies and Procedures Manual.
- Monitor the implementation of risk exposure policies; including, but not limited to the following:
 1. Conflict-of-Interest
 2. Conflict Resolution
 3. Fraud Prevention
 4. Volunteer Oversight
 5. Prevention of Children and Youth Abuse
 6. Activities affecting Non-Profit status
- Work with other church committees in reviewing possible areas of risk (i.e. Internal Auditing/Safety Committee, Facilities Committee, Personnel Committee, etc.).
- 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 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
- Present an Annual Legal Report.
- Perform other duties as requested by the Executive Council and Elders Council.