

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: School of Discipleship Ministry
Reports To: Director of Equipping
Date Prepared/Revised: May 15, 2008

Principle Function

To assist in the administration and operation of the School of Discipleship.

Specific Responsibilities

- Assist the church staff and elected School of Discipleship officers in the planning and execution of the program.
- Assist in the selection of School of Discipleship officers and teachers.
- Assist in the selection of training literature.
- Provide training aids and equipment to be used in the program.
- Assist other organizations of the church in planning and executing their training programs.
- 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
- 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.