

# **Mount Zion Baptist Church of Greensboro, Inc.**

## **LEADERSHIP POSITION DESCRIPTION**

Position Title: Ministries Council Chair  
Reports To: Elders Council  
Date Prepared/Revised: 03/08/2010

### **Principle Function**

Oversees all Ministry activities providing leadership for the Ministries Council, ensuring functioning Ministry Teams and is the primary contact person regarding ministry activities at Mount Zion. Is accountable to establish and maintain core responsibilities of the Ministries Council, which are to:

- Recommend Church ministry goals and objectives in accordance with Ministry Directives as provided by the Elders Council.
- Coordinate and evaluate all ministry programs
- Develop Annual Ministry Plan and Budget
- Establish the Church ministry calendar each year
- Evaluate and recommend changes in Ministries and Ministry Teams
- Ensure coordination of and management of ministry budgets.
- Maintain spirit of fellowship and Godly professionalism throughout ministry.

### **Specific Duties and Responsibilities**

- Provide leadership to the Elders Council regarding established Ministry Teams. Consult with the Elders Council on an "as needed" day-to-day basis.
- Presents Ministry Council's reports to the Elders Council on a monthly basis.
- Is a partner with the Senior Pastor in achieving the organization's mission.
- Chair meetings of the Ministries Council.

- Serve as a member of the Strategic Planning Committee and encourage Council members involvement in strategic ministry planning.
- Ensure that the church's Calendar of Events is being accomplished on a timely basis as approved in the Annual Ministry Plan.
- In consultation with the Senior Pastor and Nominating Committee appoint chairpersons of Ministry Teams, in accordance with the Church Bylaws.
- Ensure that all of the Ministry Teams of the church are performing their designated responsibilities. Serve as an ex officio member of all Ministry Teams and attend their meetings when appropriate. Serve as the "cheerleader" for the chairpersons of all Ministry Teams.
- Monitor compliance with church fiscal policies and procedures as documented in the church's Policies and Procedures Manual.
- Discuss issues confronting the church with the Senior Pastor.
- Review with the Senior Pastor any issues of concern to the Council.
- Evaluate annually the Council's effectiveness in performing ministry activities which achieve the church's mission.
- Present an annual report to the congregation.
- Ensure that the Council prioritizes prayer.
- Perform other responsibilities as assigned by the Elders Council.

## **Skills and Competencies**

Candidates being considered for this leadership position should **first be deemed as spiritually mature and able to provide Godly leadership and counsel** then subsequently be proficient in the following skills/abilities:

- Able to work with and manage multiple groups simultaneously
- Planning and organizing
- Execution – detail oriented, able to evaluate and track progress
- Coordination-- able to bring various tasks together and get closure
- Administration –assist in development of strategic plans, develop annual plans, manage budgets, ensure compliance, oversee all administrative matters
- Professionalism: Godly and business professionalism
- People Skills—high EQ, ability to get work done through and with others, motivates others
- Leadership Skills –vision, goal-setting, sense of urgency, accountable, able to influence without authority, collaborative, demonstrates maturity, wisdom and good judgement
- Communications Skills – verbal and written, good presentation skills
- Meeting Management -- Robert's Rules of Order