

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

## **LEADERSHIP POSITION DESCRIPTION**

Position Title: Ministry E-Team Leader (Encouragement)  
Reports To: Chairperson of Ministries Council  
Date Prepared/Revised: 03/08/2010

### **Principle Function**

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

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

### **Specific Duties and Responsibilities**

- Provide leadership to the Ministries Council regarding the Encouragement Ministry Team.
- Presents Encouragement Ministry Team's reports to the Ministries Council on a monthly basis.
- Is a partner with the Senior Pastor in achieving the organization's mission.

- Chair meetings of the Encouragement Ministry Team.
- Participates in strategic planning for Encouragement Ministry.
- Ensure that the church's Calendar of Events is being accomplished on a timely basis as approved in the Annual Ministry Plan.
- Ensure that all of the Encouragement Ministries of the church are performing their designated responsibilities. Serve as an ex officio member of all Encouragement Ministries Teams and attend their meetings when appropriate. Serve as the "cheerleader" for the Leaders of all Encouragement Ministries.
- 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 Chairperson of the Ministries Council.
- Review with the Chairperson of the Ministries Council any issues of concern to the Encouragement Ministry Team.
- Evaluate annually the Teams effectiveness in performing ministry activities which achieve the church's mission.
- Present an annual report to the Chairperson of the Ministries Council.
- Ensure that the Ministry Team prioritizes prayer.
- Perform other responsibilities as assigned by the Ministries 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:

- 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