

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

## **LEADERSHIP POSITION DESCRIPTION**

Position Title: Missions Ministry  
Reports To: Director of Evangelism  
Staff Advisor: Director of Evangelism  
Date Prepared/Revised: May 8, 2008

### **Principle Function**

To develop and implement a program of missions and mission awareness; to balance the mission needs of the community with the financial resources of the church.

### **Specific Responsibilities**

- Conduct studies and recommend plans for special mission endeavors as opportunities develop.
- Implement approved mission activities.
- Establish and maintain communication with associational missions' ministry teams and other appropriate groups outside the church.
- Provide reasonable assurance that the following Mount Zion Baptist Church ministries 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 Evangelism.
- Perform other duties as requested by the Director of Evangelism.