

Mount Zion Baptist Church of Greensboro, Inc.

MINISTRY DESCRIPTION

Ministry Title: Nominating Committee
Reports To: Elders Council
Staff Advisor: Senior Pastor
Date Prepared/Revised:

Ministry Purpose Statement

To select, enlist, and nominate church members to serve in Mount Zion Baptist Church ministries and operations. Recommends elders, corporate officers and chairpersons to serve on Councils, Committees and Ministry Teams. Involved in orientation and continuing education efforts.

Criteria *

The following criteria were taken from the Bylaws of Mount Zion Baptist Church of Greensboro, Inc.

- Six (6) Church Members
 - Three (3) appointed by Elders
 - Active member for at least 2 years
 - Over 25 years old
 - Meet the qualifications of 1 Timothy 3:2-7 and Titus 1:6-9
 - Three (3) appointed by Deacons
 - Active member for at least 2 years
 - 18 years old and over
 - Meet the qualifications of Acts 6:3 and 1 Timothy 3:2-7
- Not currently an Elder or Deacon
- Does not currently aspire to be an Elder or a Deacon

Specific List of Responsibilities

- Be alert throughout the year to recognizing among church membership those with potential leadership and service abilities.
- Work from a current database of church members. The church Membership Specialist will maintain this database. It will disclose all pertinent information to work with (i.e. personal information, spiritual gifts, interests, hobbies, prior service, etc.).
- From membership recommendations and the use of this database, select, interview, screen and enlist those members to serve in the various ministries of Mount Zion Baptist Church. The committee will follow the Volunteer Oversight guidelines as defined in the Leadership and Management Section of the Policies and Procedures Manual.
- As noted in these guidelines, the committee will develop means for discovering the right

potential leaders and workers for service. New member class and church-wide surveys will be the primary uses to determine spiritual gifts, abilities, interests, etc.

- The Ministry Team and Standing Committee structure will be reviewed annually to determine where service can be used most effectively.
- Develop Ministry Descriptions for all ministries and Leadership Position Descriptions for the chairpersons of committees.
- Prepare and maintain for each church committee, an Operational Binder which includes at the minimal: the committee's Ministry Description, Leadership Position Description for the chairperson, committee operational guidelines, appropriate policies and procedures relating to that committee, annual general operating budget of the church, most recent monthly financial statement, and copies of forms to be used (i.e. meeting agendas, minutes, etc.).
- Plan and conduct the annual orientation session prior to annual church meeting for all new ministry leaders.
- Organize continuing education programs that enhance members' knowledge of responsibilities in general and the church in particular.
- Lead an annual evaluation process of all ministry leaders.
- Act as a resource when more than one committee or ministry is involved in the same task.
- Work closely with the Chairman of the Elders Council and the Senior Pastor.
- 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.
- Perform other duties as requested by the Elders Council.