

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

### **LEADERSHIP POSITION DESCRIPTION**

Position Title: Security Ministry  
Reports To: Director of Enabling  
Date Prepared/Revised: May 8, 2008

#### **Principle Function**

The leader will set goals and objectives for the committee that assist and compliment the vision, purpose statement and ministry goals. The leader directs the committee in fulfilling the committee's ministry description as assigned by the Director of Enabling.

#### **Specific Responsibilities**

- Sets the tone for committee work, ensures that members have the information they need to do their jobs, and oversees the logistics of the committee's operation.
- Assigns work to committee members, sets agendas, runs meetings, and ensures distribution of minutes and reports to members.
- Monitors compliance with established policies and procedures of the committee and recommends new policies to the Director of Enabling when appropriate.
- Should attend the quarterly leadership meetings.
- Should meet with Director of Enabling on regular basis to discuss committee needs/concerns.
- Disseminates information to committee with regard to church events requiring security.
- Sets meeting times and reserve meeting room.