

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

## **LEADERSHIP POSITION DESCRIPTION**

Position Title: SingleVision  
Reports To: Pastor of College and Singles  
Staff Advisor: Pastor of College and Singles  
Date Prepared/Revised:

### **Principle Function**

To assure an ongoing, growing, effective Single Adult program which ministers to the special needs of Single Adults and develops outreach opportunities.

### **Specific Responsibilities**

- Evaluate the needs of single adults in the church and the community.
- Develop, evaluate, and update programs to minister to these needs.
- Assist the Church , the Staff and elected Single Adult workers in planning and executing the Single Adult programs.
- Cooperate and coordinate with other church committees and ministry teams.
- 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 Encouragement
- Perform other duties as requested by the Director of Encouragement.