

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Stewards Chairperson
Reports To: Director of Administration
Date Prepared/Revised: April 2005

Principle Function

The Chairperson will set goals and objectives for the Committee that assist and compliment the vision, purpose statement and ministry goals. The Chairperson directs the committee in fulfilling the committee's Ministry Description as assigned by the Minister of Administration.

List of General Qualifications

- Should be a member at least 2 years and in good standing
- Should be involved in regular study of God's Word.
- Should financially invest and support the work of Christ here at Mount Zion Baptist Church, Inc., through tithes and offerings.

Specific Duties and 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 Minister of Administration when appropriate.
- Should attend the quarterly leadership meetings.
- Should meet with Minister of Administration on regular basis to discuss committee needs/concerns.
- Disseminates information to committee with regard to church events requiring stewards.

- Sets meeting times and reserve meeting room.
- Should complete a criminal/background check
- Should have been a member of stewards committee for minimum of 1 year