

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

### **LEADERSHIP POSITION DESCRIPTION**

Position Title: Transportation Ministry  
Reports To: Director of Enabling  
Date Prepared/Revised: May 15, 2008

#### **Principle Function**

Primary function to coordinate and facilitate transportation services for the Body of Christ at Mount Zion.

#### **Specific Responsibilities**

- Coordinate volunteers that provide transportation for all church functions as requested.
- Monitor sign-out log maintained for each church vehicle.
- Monitor and coordinate the maintenance of the Church vehicles prior to all transportation activity.
- Conduct recruitment and orientation sessions for new volunteers.
- Leader will coordinate with Staff the members requiring transportation to church activities.
- Determine that all leaders are fulfilling their responsibilities in an effective and efficient manner.
- Communicate with selected members before each meeting to determine agendas.
- Attend mandatory leadership meeting held by the pastor and divisional manager, held once a month.
- Ensure the CAFÉ principle is active in the ministry.
- Sign vouchers for ministry financial needs.
- Manage budget and plan for next year budget by June of each year.

- Turn in budget for the following year to Departmental Manager by September.
- Inform all leader and members regarding events and duty responsibilities.
- Support leadership.
- Administer funds provided and develop budget requirements as instructed by the Finance Committee.
- Cooperate and coordinate with other church committees and ministry teams.