

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Ushers Ministry Leader
Reports To: Director of Exaltation
Date Prepared/Revised: May 15, 2008

Principle Function

Serve as the general overseer of the Usher Ministry (Gate Keepers in the House of the Lord); provide courteous support to the parishioners of Mount Zion Baptist Church of Greensboro, Inc..

Specific Responsibilities

- Meet with Director of Exaltation, reporting any necessary needs of the ministry and passing down any pertinent information to the participating group from the Ministry Heads.
- Prepare meeting agendas for groups as well as ministry schedules.
- Cooperate and coordinate with other church committees and ministry teams.
- Provide reasonable assurance that the following Mount Zion 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 risk 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.