

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Yokefellow
Reports To: District Deacon/ Deaconess; Lead Deacon/ Deaconess and
Deacons Ministry Chairperson
Date Prepared/Revised:

Principle Function

The yokefellow's principle function is to glorify God by supporting the purpose and work of God in and through Mount Zion Baptist Church. The general mission of a yokefellow is to carry out those administrative and ministry needs that free the deacons and deaconesses, *elders and ministerial staff to giving their full attention to praying, teaching, preaching, equipping and giving oversight to leadership and shepherding matters of the body.*

Specific Duties and Responsibilities

The duties and responsibilities of a yokefellow consist primarily of those tasks, which need to be performed to assist the deacons and deaconesses (*elders and ministerial staff with the operations of Mount Zion Baptist Church*). Their primary service will consist of giving administrative oversight (i.e. Chairperson) to Standing Committees or ministry oversight (i.e. Chairperson) to Ministry Teams, which have been established by the elders.

Each deacon should individually review these responsibilities with their spiritual giftedness, talents, and professional experience in mind. No one deacon, or small group of deacons, should over commit themselves in performing such duties. These duties should be accomplished on a collective basis by the involvement of all deacons. It will be the Deacons Ministry Chairperson's responsibility to assist deacons with assignments and to assure that such tasks are being completed in an effective, efficient, and timely manner.

General Duties and Responsibilities will include:

Administrative Support

- Serving membership through the process of the JETHRO Principle

- Serving as communicator for a cluster of cell groups by disseminating information to and from ministry leaders (i.e., written, phone, fax, email, etc.)
- Completing cell group summary reports
- Assisting District Deacon/ Deaconess
- Christian Development
- Studying God's Word daily
- Providing spiritual and technical support to cell group leaders
- Providing supervision to cell group leaders
- Serving as resource and referral agent for cell group leaders
- Assisting in organizing new cell groups
- Coordinating and planning fellowship events
- Serving as mentors to cell group leaders to become Yoke Fellows
- Making periodic visits to cell group meetings
- Spiritual Support
- Assisting in worship services, visitations, prayer room and serving the body
- Encouraging members to develop and maintain a personal relationship with God

Duties

- Assisting in recruitment of cell group leaders
- Conducting new member and home visitations (have responsibility for initial contact)
- Assessing individual cell group development and determine need for new cell groups
- Assisting staff with cell group assignments and member placement
- Being an encourager
- Effectively leading people to Christ