

Mount Zion Baptist Church of Greensboro, Inc.

LEADERSHIP POSITION DESCRIPTION

Position Title: Volunteer Ministry
Reports To: Director of Enabling
Date Prepared/Revised: May 8, 2008

Principle Function

Primary function is to coordinate, encourage, and facilitate volunteerism and service throughout the Body of Christ at Mount Zion.

Specific Responsibilities

- Design and develop program structure and procedures.
- Establish a Volunteer Steering Team (VST) to consist of at least 10 people who meet on a regular basis.
- Utilize Ministry Event Planning Manual of Ministry Leaders Training.
- Conduct recruitment and orientation sessions.
- Leader will monitor and encourage the ministries to recruit and retain volunteers within the membership.
- Conduct follow-up of volunteer activities with the E's on a quarterly basis.
- Make appointments to various positions as needed.
- Delegate activities to persons who can implement specific activities, and be the primary resource for all lead persons.
- Be available to meet physical, emotional and spiritual needs of members, for example: prayer, visitation and/or support.
- Determine that all leaders are fulfilling their responsibilities in an effective and efficient manner.
- Set dates and times of leadership meetings.
- Communicate with selected members before each meeting to determine agendas.
- Prayer coverage for leaders.

- 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 Department Manager by September.
- Inform all leaders and members regarding events and duty responsibilities.
- Support leadership.
- Oversee financial matters of the ministry.
- Contact person for the Volunteer Ministry, set meetings, oversee policies and procedure, ensure proper training, prepare monthly groups meetings, plan hospitality schedules.
- Administer funds provided and develop budget requirements as instructed by the Finance Committee.
- 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.
- Prepare the ministry's annual General Operating Budget request.