

# Macedonia Ministry Leadership Job Descriptions

## Requirements for All Ministry Leadership Positions Below

- Attend a Bible School Class & Bible Study session weekly.
- Attend worship at Macedonia on a weekly basis.
- Have a daily devotional and prayer time that includes Bible reading and study.
- Pray for the Pastor, church, church leaders and members daily.
- Be a faithful tither of time, talent and treasure according to Scripture.
- Be able to share your faith with others, using the Romans Road, your own life experiences and scripture.

## The Ministry Servant Leader

- Plan, organize, and communicate ministry opportunities for ministry members.
- Carry forth the purpose and scope of the ministry.
- Conduct Ministry meetings that include a formal written agenda.
- Work with the Outreach-Evangelism leader to plan quarterly outreach/evangelism projects following the E-4 Evangelism/Outreach model & schedule.
- Promote ALL church-wide ministry projects/activities through email, and phone calls to your ministry members.
- Give serious time & support to the vision of the Macedonia Church.
  - Macedonia will be a Christian Community within the community that Wins souls for Christ by Evangelizing the unsaved, Builds souls for Christ by Equipping the saved, and Sends souls into the world for Christ to Empower our community.
- Inspire ministry members to do as Jesus would do in ministering to others (**Show Love In Action:** John 13:34-35).
- Attend all Macedonia quarterly leadership training sessions.

## **The Assistant Servant Leader**

- Be available to lead the Ministry group in place of the Servant Leader if needed.
- Help to carry forth the purpose and scope of the ministry.
- Assist the Servant Leader in planning, organizing, and communicating ministry opportunities for ministry members each quarter.
- Work with the Servant Leader and Outreach-Evangelism leader to plan quarterly outreach/evangelism projects following the E-4 Evangelism/Outreach model and schedule.
- Assist the Servant Leader in promoting church-wide ministry projects/activities through email, and phone calls to your ministry members.
- Give serious time & support to the vision of the Macedonia Church
  - Macedonia will be a Christian Community within the community that Wins souls for Christ by evangelizing the unsaved, Builds souls for Christ by equipping the saved, and Sends souls into the world for Christ to empower our community.
- Help the Servant Leader to inspire ministry members to do as Jesus would do in ministering to others (**Show Love In Action:** John 13:34-35).
- Attend Macedonia quarterly leadership training sessions.

## **The Ministry Secretary**

- Serve as the recorder of all minutes during Ministry meetings.
- Provide a copy of all ministry meeting notes to the Assistant Administrator via e-mail or in hard copy format. This should be done within one week of your meeting date.
- Be familiar with Ministry event request procedures at Macedonia and ensure that all paperwork is submitted on time (30 days in advance) and within the guidelines of Macedonia Church.
- Record Information on the E-4 Form on all Outreach/Evangelism efforts of the Ministry to include photos from the event. The form will include information like the number of people served, number of items collected and contact information of those served.

## **The Outreach-Evangelism Leader**

- Promote the E-4 Evangelism Model in the ministry group by assisting the Servant Leader in organizing all outreach efforts around the four areas.
- Plan, organize, and communicate an outreach opportunity for ministry members each quarter as scheduled on the E-4 calendar.
- Lead the ministry in efforts that help us minister to the lost & unchurched.
- Work with servant leader and Church leadership (Minister of Ministries) to discover and plan church-wide outreach opportunities in our community.

## **The Prayer Leader**

- Collect prayer requests, ministry concerns & praises from ministry members.
- Keep a prayer journal annotating the date prayer began, the prayer concern and the date results were realized.
- Lead the ministry members to express thankfulness to God for answered prayers.
- Encourage ministry members to strengthen their prayer lives by attending midweek Prayer, Praise & Sharing services.
- Make follow-up contacts on prayer requests and ministry concerns.
- Make a report on ministry members at each meeting.
- Every two weeks, submit a prayer request list to the Assistant Administrator via e-mail [daddison@mbc1.mgacoxmail.com](mailto:daddison@mbc1.mgacoxmail.com) or in hard copy format .
- Attend and support the Prayer Ministry's annual Church-wide day of prayer.