

JOB DESCRIPTION FORM

Please complete and provide a copy to your Ministry Leader.

Leadership/Ministry Position _____
Prepared by _____ Date _____

Primary Task or Mission of this Ministry:

Responsibilities of the Ministry Leader/Position: What will they be doing?

Length of Service: How long will they serve in this position?

Time Commitment: How much time per week will be required of them?

Gifts, skills or interests helpful to this ministry position? _____

Training requirements: What training will they be required to complete to serve?

People and Resources that can help: _____
