

## **JOB DESCRIPTION GUIDELINES**

### For Volunteer Positions/Ministries

#### **MISSION FOCUS STATEMENT**

Why does the group exist?

What function does it play in the church community?

Who does it serve?

#### **QUALIFICATIONS**

List the specific qualifications needed to serve effectively in this role

#### **RESPONSIBILITIES**

Highlight the specific duties and responsibilities

What factors will the individual be evaluated on?

#### **SUPERVISION**

Who does this individual report to - who supervises or is directly responsible for this ministry?

Is it a clergy person, vestry member, or some other responsible party?

#### **SAFE CHURCH EXPECTATIONS**

Provide a copy of the Policy for the Protection of Children, Youth and Vulnerable Adults

Highlight key essential policies that are core to this position

*Make sure to review the job description with the individual.*

*It's a good idea to revisit and edit/update job descriptions each year.*