**TEMPLATE   
MINISTRY JOB DESCRIPTION:**

**GOAL OF POSITION***In this area write the purpose of this position and how it relates to the overall vision of your church or ministry. This helps the potential volunteer understand how their involvement connects to that vision and how it will impact lives.*

**RESPONSIBLE TO**  
*Who is the volunteer accountable to? Is there a key person, or is it possibly a committee they report to? Who can they turn to if they have questions or concerns?*  
  
**JOB DESCRIPTION***Volunteers will leave a ministry if there is no clarity for their role, so it’s important to provide details of what they’re expected to do and goals that they can measure. So in this section write the essential tasks and responsibilities associated with the intended position.*  
  
**TIME REQUIRED***One of the first things a volunteer wants to know prior to making a commitment to a role is how much time it will take. So in this section indicate the amount of time required to do the task, how often it needs to be done and the amount of meetings required. Remember to be honest about the time commitment and not minimize it in order to recruit more people.*  **LENGTH OF COMMITMENT**  
*In this section, indicate how many months or years a volunteers needs to commit to this ministry role.*  
**TRAINING PROVIDED***One of the biggest deficits in church volunteer programs is the lack of training and preparation for a ministry role. In order then to develop and equip people for what they’re expected to do, it is vitally important that training and necessary resources are provided for them. In this section indicate what your church leadership will provide to build the capacity of the volunteer.*  **QUALIFICATIONS AND SPECIAL SKILLS***What kind of person are you recruiting to fill this position? Does he/she need special skills and abilities? How about attitudes and competencies?*  **BENEFITS TO THIS POSITION***Yes, there are many expectations of volunteers as they serve in God’s Kingdom, but in doing so they will also benefit greatly from their time of service. Write here some of the ways a volunteer will benefit by serving in this capacity. Eg: growth in faith; develop new relationships; affirmation of gifts etc.*