

Notated Ministry Job Description Form

Purpose: *Purpose is crucial to service. Tie the task's purpose to your church's purpose. An usher's purpose is not "to hand out bulletins"—that's a description of what he or she does. An usher's purpose is more like "to smoothly facilitate and support worship so that our members and guests can focus on what God does in worship, and can respond to it."*

A photo of people doing this task is a nice addition. Be sure to get permission from the individuals in the photo.

Responsible to and supported by: *It's important to establish lines of accountability as well as the source of assistance*

Job Description:

Be as complete, detailed and concrete as possible in the space available. Don't presume that people know what the Altar Guild or the ushers do. Write it for someone who has never attended church in their life—they're the ones we especially want to bring into service in the church!

Time Required: *Include both the length of time it takes to do all aspects of the job ("Sunday school teachers arrive 20 minutes before class begins at 9:30, and stay till all the children leave; plan on 1-2 hours for preparation each week; a 2-hour training meeting is held quarterly")*

Length of commitment: *How long of a commitment are you asking for? ("Teachers serve for 9 months, from September through June"). If it's an ongoing ministry, it's helpful to say, "one year, with renewals as desired."*

Training Provided: *How will you help the new volunteer learn how to do this task?*

Qualifications or special skills:

Include skills (word processing ability; handyman/woman experience) and qualities (ability to keep matters confidential; reliability; self-motivation). It can be helpful to distinguish between what is necessary and what may be helpful. Some churches include spiritual gifts here, but if you do, be thoughtful. I've heard people say, "I'd love to teach Sunday School, but 'teacher' did not come up on my spiritual gifts inventory." Good Sunday School teachers may have other gifts: wisdom, shepherding, etc.

Benefits to the volunteer:

Be thoughtful here, and creative. In this position, might you get to meet new people and make friends? Learn new skills? Get to hold a baby on your lap? Be first in line for donuts? Fill a need? Impact someone's life?

