



THE BIG BOOK OF



DESCRIPTIONS  
FOR MINISTRY

Over 200 ministry job descriptions to help you identify opportunities and clarify expectations

DOWNLOADABLE AND EDITABLE JOB DESCRIPTIONS

# THE BIG BOOK OF JOB DESCRIPTIONS FOR MINISTRY



Identifying Opportunities and Clarifying Expectations for Ministry

BY

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# INTRODUCTION

Why does any church need written ministry descriptions?

In team ministry, every Christian has a place in the ministry of the church. When you clarify each ministry position and spell out the responsibilities of the position beforehand, each person—whether paid or volunteer—can understand what is expected and serve more effectively. A written description also leaves less room for misunderstanding. It reduces the possibility of mistakes attributed to “I didn’t know” and decreases confrontational incidents due to lack of direction or policy.

Many church staff members have called Church Growth Institute requesting a manual of ministry or job descriptions for church staff and volunteers. As a result of these inquiries and in our quest to meet the needs of churches, we decided to do a random survey of callers and to contact various size churches from different areas of the country to determine the need for such a resource. We were surprised to find that an overwhelming majority of churches do not have ministry descriptions. Most churches that do have ministry descriptions only have them for paid staff positions—or have outdated descriptions in need of revision. We discovered that the need for a ministry job description resource is great!

As a result, *The Big Book of Job Descriptions for Ministry* was developed. It provides over 200 ministry descriptions. You may be thinking, *But I don’t have 200 members!* Relax—we’ve just tried to provide all you might need for future growth! Use the handful that you need, or mix, match and combine to develop ministry descriptions that fit your specific ministry.

This resource was developed to help you better organize and equip your team for the tasks at hand. We hope you will prayerfully use it as a base upon which to build your own ministry descriptions and clarify those expectations up front!

# HOW TO USE THIS RESOURCE

This resource lists many ministry positions—some of them may fit your church to a *T*, while others may lean toward a much smaller or larger church ministry. Some churches will need to combine the responsibilities of two or more positions into one—based on church size, need and budget—until time requirements and the scope of the positions grow. If you currently have other positions in your ministry or eventually develop new ministries that are not listed here, follow the same formula for writing descriptions for your own ministry. For each ministry position—from the groundskeeper to the pastor, from the part-time volunteer to the full-time paid staff member—determine and specify the following information in light of your own church's beliefs and needs.

Time requirements and duties of the positions listed in this manual will vary depending on the size and needs of your church. Also note that there is one ministry description per position; however, you may need more than one person to fill some ministry positions. For instance, you may need one children's church leader, but several children's ministry chaperones. You will be able to determine how many people you need in each position and which positions your church must fill according to your church's size, ministry emphases, goals and vision. Be sure to give each person involved in ministry—or each one considering a ministry position—a copy of the written ministry description related to his or her area of service or interest. This will help clarify expectations and insure a more efficient ministry.

Take a moment to review the following format, which is used throughout *The Big Book of Job Descriptions for Ministry* and provides an example for you to follow in developing new ministry descriptions.

## SAMPLE MINISTRY DESCRIPTION FORMAT

First, state the basic function of this position in one to three sentences. For example:

The adult class prayer leader is responsible for praying fervently, organizing and leading a class prayer chain and encouraging spiritual growth in class members through daily devotions and prayer.

Then determine the following:

### MINISTRY AREA/DEPARTMENT

What department or ministry area will this position come under (e.g., administration, children's, hospitality, creative arts)?

### POSITION

What will be the title of this position? The title should reflect the age group, responsibilities and function of the position (e.g., Christian education director, preschool teacher, youth chaperone, yearbook coordinator, usher).

## **ACCOUNTABLE TO**

Who would the person in this position go to for direction, approval and help (e.g., pastor, Christian education director, fellowship coordinator)?

## **MINISTRY TARGET**

What is the specific target group to whom the person in this position will minister (single parents, the church in general, young marrieds, pastor)?

## **POSITION IS**

Will this position be

- Volunteer?
- Paid staff?

Some positions might begin on a volunteer basis and change to a paid one as the ministry grows.

## **POSITION MAY BE FILLED BY**

- Church member
- Regular attendee
- Other approved individual (those not attending this church)

## **MINIMUM MATURITY LEVEL**

- New, growing Christian
- Stable, maturing Christian
- Solid, very mature Christian—previous ministry experience preferred

## **SPIRITUAL GIFTS**

Which spiritual gifts would best enhance the person's ability to fulfill the responsibilities of this position (e.g., administration, mercy showing, serving)?

## **TALENTS OR ABILITIES DESIRED**

What specific talents, abilities or experience would help the person be most effective in the position (e.g., public speaking, organizing, creativity, construction experience, social work, computer skills)?

## **BEST PERSONALITY CHARACTERISTICS**

How would you describe the type of person who might best carry out the duties of the position or best relate to the ministry target (e.g., outgoing, fun loving, serious, compassionate, analytic, expresser, dependable-leader)?

## **PASSION FOR**

What is the type of ministry or the specific people group for whom this person should have deep concern (e.g., for teens, elderly, special needs, music, teaching)?

## LENGTH OF SERVICE COMMITMENT

What is the minimum amount of time this person must commit to fulfilling this responsibility (e.g., three months, one year, two years)?

## ANTICIPATED TIME COMMITMENTS

How much time is required to fulfill this task?

1. **Doing ministry/preparing for ministry:** (e.g., two hours a week)

**Note:** Time commitments listed in this book are approximate (and sometimes minimal). Adjust to fit your church or ministry's particular needs.

2. **Participating in meetings/training:** (e.g., one hour a month)

## RESPONSIBILITIES/DUTIES

What are the duties and responsibilities of this position? List duties such as: greet members and visitors; keep attendance records and provide list of absentees to teacher and department leader; teach weekly Bible lesson to class, etc.

**Note:** This manual is filled with sample descriptions—feel free to use them as they appear or change them to fit your ministry needs.

## TIPS ON DEVELOPING MINISTRY JOB DESCRIPTIONS

The information you need to include in the ministry description usually comes from a combination of interviews, observations, questionnaires or previous descriptions. First, interview the person currently serving in the position or whoever last held the position. Ask this person to write down the things that are involved in carrying out the duties of the position, indicate which duties are most important and done the most often, and estimate the amount of time involved. Also, ask someone who works closely with that person to write down his or her impression of what is done or what should be done. The person to whom this position reports should also jot down notes of what the person is responsible for. Explain to the people you approach that you are not looking for mistakes or how much they know, but are seeking their input because you are creating or updating a written ministry description.

Next, read this information and glean from it what you need for the ministry description. After the description has been written, ask each person who had input to look it over for suggestions and corrections—both in the written description and in the position itself. Maybe some responsibility should be added or shifted to another position to ensure efficiency and fair distribution of the workload. You do not want anyone to experience burnout from having too much responsibility or too many tasks to handle. After all, most ministry positions are filled by volunteers who have other jobs and responsibilities outside the church.

Finally, plan to review the ministry job descriptions on a regular basis, perhaps yearly, to keep them up to date.

## **OTHER CONCERNS**

Every position in the church is vital to the ministry. Neither a long description nor a short description has any relationship to the importance of the position. Stress teamwork and keep a strong spirit of cooperation in the ministry of the church.

While written ministry descriptions instill a sense of accountability, do not let those holding positions become so tied to the ministry descriptions that they cannot function outside of the described responsibilities. Let them know that the written descriptions are a basis for knowing what each position involves and a helpful guide to keeping track of ministry efforts.

Leaders should not use the written descriptions as a battering ram in an effort to motivate people to take care of the responsibilities involved in the position. Carefully consider each individual's personal schedule, job demands, changing life situations and other factors influencing his or her involvement. Expecting more than a person can produce will only discourage and dishearten him or her. If anyone has more than he or she can handle, find someone who has the necessary gifts to take care of the extra responsibility.

## **SUGGESTED LEADERSHIP REQUIREMENTS**

1. Must be a Christian—the inward experience of salvation in Christ.
2. Must be baptized—the outward expression of obedience to Christ.
3. Must be an active member and agree with doctrinal positions of this church.
4. Must be of good moral character and reputation. Must live an exemplary lifestyle, including but not limited to, abstaining from alcohol abuse, smoking, illegal drug use, pornography and profanity.
5. Must be willing to sign authorization for church authority to conduct a criminal background check (especially in working with children, youth, elderly or finances) and must not have been convicted of a crime that would affect credibility in ministry position served.
6. Must be discreet and trustworthy in regard to confidential matters, not one who gossips.
7. Must be dependable and willing by God's grace to fulfill the responsibilities stated in ministry description.
8. Must support and show respect to the pastor and other church leaders.
9. Must develop own relationship with God through Bible study and prayer.

## **ADDITIONAL GENERAL REQUIREMENTS**

1. Ministry leaders and assistants should arrive at least 15 minutes before their planned class, activity or event to take care of last-minute details and greet people as they arrive.
2. If a ministry volunteer will not be able to participate in a class, activity or event as scheduled, the volunteer must notify the leader to whom he or she is accountable as soon as the volunteer knows he or she cannot make it. The leader will need to arrange for someone to fill in for the ministry volunteer.

## EXPLANATION OF TERMS

### PERSONALITY DESCRIPTORS<sup>1</sup>

Throughout this book you'll notice we've included one or more personality descriptors for each ministry position. This will help you to place the right type of person with the right type of position! In cases where two personality descriptors are listed with a hyphen in between, the dominant characteristic is always listed first.

#### Leader

Leaders typically like to have a variety of projects, becoming bored with repetitive work. They know what they want, will take action to achieve it and like immediate results. They are risk-takers, change-makers, self-determined, competitive, problem solvers, good decision makers and entrepreneurs. Leaders appear very direct, quick, indifferent, aloof and not emotional.

#### Expresser

Expressers are typically drawn to group activities. They verbalize well and are sometimes loud and talkative. They are gregarious, aggressive, enthusiastic, entertaining, persuasive, optimistic, fun loving, generous, helpful, dreamers, intuitive, touchers and trusting.

#### Analyst

Analysts have high standards and lack trust. They collect data, follow rules and recognize authority, making them good company people. They are hard workers, detailed, calculating, factual, accurate, precise, straightforward, questioning, nonaggressive, good organizers and diplomatic.

#### Dependable

Dependables prefer the status quo, typically staying in one place and focusing on tasks. They have close relationships and do not like risk taking. Dependables are patient, calm, polite, warm, loyal, family oriented, traditional, kind, good listeners, team people, neat, organized, good performers and good with details.

### TEAM MINISTRY

You'll note the phrase "team ministry" on pages 49-51. Team Ministry is ministry based on encouraging Christians to serve where they best fit according to their God-given gifts, personalities and abilities. Team Ministry provides Christians maximum fulfillment with minimum frustration as they use their own God-given capacities to work together through the local church.

A Team Ministry church is led by the Ephesians Four Pastor, who leads and equips people to do the work of the ministry (see Ephesians 4). This pastor is a steward of the gifts, talents and abilities of those entrusted to his care.

The Team philosophy of ministry revolves around the fact that God has given every member of the church a dominant spiritual gift, thereby equipping and calling members to perform the functions of their particular gifts. The church becomes the most effective and efficient when everyone is allowed to use his or her dominant gift and serve in his or her proper role to do the work of the ministry.

**Note**

1. The personality descriptors are adapted from Dr. Walt Lacey's *L-E-A-D Personality Inventory*, published by Church Growth Institute. To learn more about personality patterns (including combination personality descriptors) and determine your personality type and to obtain Dr. Lacey's *L-E-A-D Personality Inventory* or the *L-E-A-D Personality Audio Album*, contact Church Growth Institute at 1-800-553-GROW (4769).

To the purchaser of this book, we provide a downloadable file that contains every ministry job description in this book. The Rich Text Format files included in the download can be opened and edited by most PC and Macintosh word processing programs. Download now at <http://gospellight.com/download/xxxxxxx> (URL redacted from this sample)



# MINISTRY TARGETS

## A VARIETY OF GROUPS TO WHOM MINISTRY CAN BE DIRECTED

Addicts (drugs, alcohol, gambling, sex, etc.)	Men
Adults	Men, business professionals
Adults, grandparents	Military personnel
Adults, senior	Military families
Adults, young	Ministry spouses
Bereaved	Missionaries, foreign
Babies	Missionaries, local
Children, general	Mothers, new
Children of single parents	Mothers of young children
College students	Mothers of teenagers
College students, international	Needy, low-income
Deaf	New Christians
Disabled, emotionally	Newcomers to community
Disabled, mentally	Newcomers to church
Disabled, physically	Nursing home residents
Fathers, new	Parents of grown children
Fathers of young children	Parents of teenagers
Fathers of teenagers	Parents of young children
Homebound, temporarily	Parents, single
Homebound, permanently	Pastors
Homebound, families of	Public servants: firefighters, police, etc.
Hospitalized	Singles, divorced
Ill, longterm or terminally	Singles, never married
Incarcerated individuals	Singles, widowed
Incarcerated individuals, families of	Teenagers, general
Internationals	Teenagers, no parents
Married couples, newlyweds	Teenagers of single parents
Married couples, oldyweds	Unemployed
Married couples, parents	Women
Married couples, by age groups	

## A VARIETY OF AGE GROUP NAMES USED IN MINISTRIES

55+ year olds	Senior Saints • Senior Adults • Senior Citizens • Mentors • Keenagers • Older Adults • Go-Gos (preretired or retired seniors who are in good health and able to remain very active) • Slow-Gos (retired adults who are in fair health and able to remain active within limitations) • No-Gos (retired adults who are physically limited and need assistance getting about)
30 to 54 year olds	Adults • Midlifers • Professionals • ABCs (Adult Bible Congregations)
18 to 29 year olds	Pathfinders • Young Adults • Crosstrainers • College/Career • Young Professionals
13 to 17 year olds	Youth • Teens • Junior High • Senior High • Students
11 to 12 year olds	Middlers • Tweenagers • Juniors • Explorers
8 to 10 year olds	Children • The Heard • Juniors • Senior Children • Young Explorers
5 to 7 year olds	Children • Primaries • Kids' Club • Junior Children • Adventurers • Young Explorers • Sunbeams
3 to 4 year olds	Beginners • Preschoolers • Beginning Explorers
1 to 2 year olds	Toddlers • Little Blessings
Up to 1 year olds	Nursery • Babies • Little Blessings • Cradle Roll



# **ADMINISTRATION**

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## **ADMINISTRATIVE ASSISTANT**

The administrative assistant is responsible for providing professional administrative support for the pastoral staff and coordinating tasks with the church secretary/receptionist.

Ministry Area/Department	General staff/administration
Position	Administrative assistant
Accountable To	Pastor
Ministry Target	Pastoral staff
Position Is	Paid staff
Position May Be Filled By	Church member
Minimum Maturity Level	Stable, maturing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Experience in secretarial and administrative tasks <ul style="list-style-type: none"> <li>• Computer literate and accurate typing, 55+ wpm</li> <li>• Good organizational skills • Detail oriented</li> <li>• Pleasant phone manner</li> </ul>
Best Personality Traits	Dependable • Discreet • Friendly • Professional <ul style="list-style-type: none"> <li>• Neat</li> </ul>
Passion For	Providing administrative support to church pastors and managing an organized and efficient church office
Length of Service Commitment	Two years minimum

### **ANTICIPATED TIME COMMITMENTS**

1. Doing ministry/preparing for ministry: forty hours a week
2. Participating in meetings/training: up to four hours a month

### **RESPONSIBILITIES/DUTIES**

1. Participate in staff planning meetings.
2. Compose or transcribe correspondence for pastoral staff.
3. Keep accurate church records, including attendance, membership, baptismal, marriage, newsletter, special mailing lists, etc.
4. Use desktop-publishing software to prepare:
  - a. Church newsletter
  - b. Special flyers as needed
  - c. Bulletins
5. Make phone calls as directed by pastoral staff.
6. Order/maintain office and administrative supplies, including stamps or postage for postage meter.

7. Prepare and maintain annual reports, minutes from monthly business meetings and other special projects as directed by pastoral staff.
8. Maintain schedule of appointments for pastor(s).
9. Maintain master calendar of events.
10. Keep lists of hospitalized church members, special prayer requests, deaths, births and other important events. Mail cards from church as appropriate.
11. Oversee/delegate tasks to the administrative secretary/receptionist.

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## **ADMINISTRATIVE SECRETARY/RECEPTIONIST**

The administrative secretary/receptionist is responsible to provide clerical support to the administrative assistant and pastoral staff and to present a positive image to those who contact the church by phone or in person.

Ministry Area/Department	General staff/administration
Position	Administrative secretary/receptionist
Accountable To	Administrative assistant
Ministry Target	Pastoral staff/church in general
Position Is	Paid staff
Position May Be Filled By	Church member or regular attendee
Minimum Maturity Level	New, growing Christian
Spiritual Gifts	Administration • Serving
Talents or Abilities Desired	Clerical skills such as filing and typing • Pleasant phone manner • Computer keyboard knowledge/experience • Organizational skills
Best Personality Traits	Dependable • Discreet • Friendly • Professional • Neat
Passion For	Providing clerical support to church staff and greeting church members and the public, presenting a good Christian testimony to those who contact the church office
Length of Service Commitment	One year minimum

### **ANTICIPATED TIME COMMITMENTS**

1. Doing ministry/preparing for ministry: twenty hours a week
2. Participating in meetings/training: up to one hour a month

### **RESPONSIBILITIES/DUTIES**

1. Participate in staff meetings upon request.
2. Receive, screen, direct incoming calls. Take messages when appropriate and distribute to the appropriate person in a timely manner.
3. Do simple typing projects and make copies as directed by the administrative assistant.
4. Update the church master calendar. Coordinate calendar with administrative assistant.
5. Greet visitors.
6. File correspondence, reports, church newspaper ads, etc.
7. Duplicate and fold Sunday bulletins and monthly newsletters.
8. Open incoming mail and distribute to appropriate persons.
9. Apply postage, mail correspondence and newsletters.

## **ASSOCIATE PASTOR**

The associate pastor shall serve as a right hand to the senior pastor and shall assist in carrying out the ministry of the church. The main responsibilities will involve assuming the pastoral role in senior pastor's absence; inreach through building relationships with members while ministering to their spiritual needs and obtaining help for their physical needs when needed; and outreach to assimilate newcomers and visitors into the body of the church.

<b>Ministry Area/Department</b>	General staff/administration
<b>Position</b>	Associate pastor
<b>Accountable To</b>	Senior pastor
<b>Ministry Target</b>	Church in general
<b>Position Is</b>	Paid staff
<b>Position May Be Filled By</b>	Church member (depending on the denomination)
<b>Minimum Maturity Level</b>	Solid, very mature Christian
<b>Spiritual Gifts</b>	Pastor/shepherd • Administration
<b>Talents or Abilities Desired</b>	Able to serve as a support person to the senior pastor • Experience in teaching/preaching • A desire to minister to people • Organizational skills • Some training in counseling is a plus.
<b>Best Personality Traits</b>	Dependable • Discreet • Friendly • Compassionate
<b>Passion For</b>	Supporting the senior pastor and ministering to people
<b>Length of Service Commitment</b>	Two years minimum

### **ANTICIPATED TIME COMMITMENTS**

1. **Doing ministry/preparing for ministry:** forty hours a week, off on Saturday and one day during week, except for emergencies and special occasions
2. **Participating in meetings/training:** four hours a month

### **RESPONSIBILITIES/DUTIES**

1. Participate in staff meetings.
2. Fill in when the senior pastor is ill or out of town.
  - a. Handle emergency situations.
  - b. Preach/teach/lead services.
3. Support the senior pastor in carrying out the ministry of the church; help as needed with administrative tasks, special projects and campaigns, teaching, etc.
4. Be heavily involved in outreach, visitation to church members, newcomers, visitors and handling special requests from members to visit loved ones they are concerned about.

5. Visit hospitalized members and follow up during their recovery.
6. Provide biblical counseling to church members regarding spiritual matters. Refer to professional counselor when necessary.
7. Be available to conduct funerals and weddings.
8. Pray, pray, pray for the senior pastor, other staff members, volunteer workers, members and the church as a whole.

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