

[Parish Name]

Appendix A

Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.

SAMPLE LIST OF MINISTRY POSITIONS

Purpose: Each parish shall make a list of all positions associated with the church, whether short-term, long-term, formally or informally established, paid or volunteer, involving lay persons, taking place on Sunday or during the week, on church premises or off-site.

Instructions: To assist with the process, positions are listed in alphabetical order. Check all that apply to your parish. There is space at the end under "Other" to list additional ministry positions. This is a sample list – modify it to suit your parish.

Ministry Positions

- | | |
|---|---|
| <input type="checkbox"/> Adult Bible Study Leader
<input type="checkbox"/> Audio-visual controller
<input type="checkbox"/> Baptism Coordinator
<input type="checkbox"/> Building and/or Grounds Caretaker
<input type="checkbox"/> Camp Leader
<input type="checkbox"/> Chalice bearer/lay eucharistic administrator
<input type="checkbox"/> Christian Education Coordinator
<input type="checkbox"/> Church Warden
<input type="checkbox"/> Cleaner
<input type="checkbox"/> Creche Attendant
<input type="checkbox"/> Creche Coordinator
<input type="checkbox"/> Committee member <ul style="list-style-type: none"> <input type="checkbox"/> Christian Education <input type="checkbox"/> Finance <input type="checkbox"/> Men's Fellowship <input type="checkbox"/> Parish Council <input type="checkbox"/> Parish Nominators <input type="checkbox"/> Safe Ministry <input type="checkbox"/> Women's Fellowship <input type="checkbox"/> Worship/Liturgy | <input type="checkbox"/> Music Ministry <ul style="list-style-type: none"> <input type="checkbox"/> Adult Choir Leader <input type="checkbox"/> Band Leader <input type="checkbox"/> Church musician <input type="checkbox"/> Junior Choir Leader <input type="checkbox"/> Music group member <input type="checkbox"/> Organist <input type="checkbox"/> Song Leader <input type="checkbox"/> Worship Team Leader <input type="checkbox"/> Youth Choir Leader <input type="checkbox"/> Other musical group leader <input type="checkbox"/> Other |
| <input type="checkbox"/> Committee Chair
<input type="checkbox"/> Driver
<input type="checkbox"/>
<input type="checkbox"/> Home Visitor
<input type="checkbox"/> Intercessor - public worship
<input type="checkbox"/> Lay Reader

<input type="checkbox"/> Marriage Educators

<input type="checkbox"/> Money Counters
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<input type="checkbox"/> Other
<input type="checkbox"/> Other | <input type="checkbox"/> Newsletter Editor
<input type="checkbox"/> Nursing Home Visitor
<input type="checkbox"/> Office Supervisor
<input type="checkbox"/> Parish Administrator/Church Secretary
<input type="checkbox"/> Parish Care Worker
<input type="checkbox"/> Parish Nurse
<input type="checkbox"/> Parish Volunteer Coordinator
<input type="checkbox"/> Readers
<input type="checkbox"/> Sacristan
<input type="checkbox"/> Sidespeople
<input type="checkbox"/> Servers
<input type="checkbox"/> Server Instructor
<input type="checkbox"/> Sound Technician
<input type="checkbox"/> Sunday/Church/Vacation Bible School Coordinator
<input type="checkbox"/> Sunday/Church/Vacation Bible School Teacher
<input type="checkbox"/> Synod Representative
<input type="checkbox"/> Treasurer
<input type="checkbox"/> Wedding Coordinator
<input type="checkbox"/> Verger
<input type="checkbox"/> Welcomers
<input type="checkbox"/> Welcomers assisting people with disabilities
<input type="checkbox"/> Youth Leader |

Record Keeping: File in the general Responsible Ministry file in the Parish Office