

[Parish Name]

Appendix B

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

SAMPLE MINISTRY POSITION TEMPLATE

Ministry Position Title: _____

Term of Position: _____

Supervision and Support: Reports to: _____

Staff liaison, if different from above:

Committee responsible for this ministry: _____

Purpose of the position: _____

Person(s) served: _____

- Duties & Responsibilities:
1. _____
 2. _____
 3. _____
 4. _____
 5. _____

- Skills/ Knowledge Required:
(e.g. works independently, team player, exceptional interpersonal skills etc..)
1. _____
 2. _____
 3. _____
 4. _____
 5. _____
 6. _____
 7. _____

- Qualifications needed:
(e.g. drivers licence, First Aid Training, etc..)
1. _____
 2. _____
 3. _____

- Limits of the position: *Specify any constraints to performing the ministry. For Sunday School teachers, limits include teaching within the church building, on Sunday mornings, with another person present, etc.)*
1. _____
 2. _____
 3. _____
 4. _____

Terms of work/service: _____

Training provided:

Check all that apply

- Position-specific training (pre-requisite)
 - "On the job" training
 - Safe Ministry Training
 - Other: *specify*
-

Position Risk Assessment:

- Low
- High

Record Keeping: Provide a copy for the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this document on the Selection Checklist.