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:
1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________

Qualifications needed:
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: ________________________________

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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.