

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*

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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.***