

Church Name

JOB DESCRIPTION

Date Hired:

Job Title:

Job Classification:

Reports To:

Updated:

POSITION PURPOSE:

To serve as...

NATURE OF WORKING IN A CHURCH ENVIRONMENT:

The person assuming this responsibility must be spiritually and emotionally mature, as well as friendly, and have a good attitude while in the work place. It is also imperative to have good people skills, problem-solving skills, communication skills and general computer skills. This position must also be able to function as a team player and work closely with a large group of volunteers, as well as the other staff members. In addition, the candidate must be able to distinguish between a church environment which depends heavily upon its volunteers versus a secular environment which works mostly with paid employees. This distinction is critical to the function and success of the position. As a part of the Christian community, it is imperative that the employee of the church understands that he or she is viewed as an example of Christian virtues and must be sensitive not to violate these virtues through behavior, attitudes, actions or speech.

DUTIES AND RESPONSIBILITIES:

The duties shall include the following:

- **Duty**

- **Duty**

- **Duty**

- **Duty**

- **Job Responsibilities**
 - Must be in attendance at each weekly staff meeting
 - Must attend Monthly Strategic Meeting
 - Must attend Quarterly Offsite Meetings
 - Must attend All Church Staff Meeting
 - Must be available to...

EDUCATION OR CREDENTIAL PREREQUISITES:

This position requires a High School Diploma or G.E.D. certificate and a minimum of 5 years of appropriate experience. The candidate must have excellent people skills, communication skills, attitude skills and computer skills. He or she must be organized, accountable and faithful. [optional: A bachelor's degree is preferred.]

B.A., B.S., M.A., M. Div., Th.D., D.Min or Ph.D. degrees will be taken into consideration for higher rates of pay.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor. Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently. This document does not create an employment contract, implied or otherwise, other than an at-will@ employment relationship.

Senior Pastor

Date _____

Name _____

Date _____