

MINISTRY JOB DESCRIPTION
or
PROFESSIONAL MINISTRY JOB DESCRIPTION

Position Risk Level:

Nature of the Position

This should be a basic outline of the position easily summed up in one or two sentences.

Outline of Responsibilities

This may be one category or be subdivided for a clearer description.

Skills & Experience

What qualities does this person need to bring to the position?

Boundaries & Limitations

Are there policies which will direct the work of this person?
i.e. Code of Conduct for working with children, youth or shut-ins?
Is there a parish Code of Conduct?

Sample:

Risk Assessment Review (Example from Children’s Ministry Position)

Risk	Description	Rating
Participant	Children Under 12	High
Setting	Parlour, Baptistry	Medium
Activity	Education	Medium
Supervision	Always in Large Groups; Checked-on by Wardens during service	Medium
Nature of Relationship	Extends over time	Medium
Degree of Authority	Some Authority	Medium
Physical Safety	Minimal physical risks	Low
Financial	No financial involvement	Low
Privileged Information	Some possession of privileged information	Medium
Overall Risk to Person	Potential risk of damaged reputation, stress, safety	High
Overall Risk to Parish	Potential risk of damaged reputation, legal claims, loss of insurability	High
Overall Risk to Diocese	Potential risk of damaged reputation, legal claims, loss of insurability	High

Consensus of Risk Assessment = High

Support, Supervision & Training

Clearly outline who will act as supervisor, supports available and what training will be offered/required for the position.

Participation Group

Clearly outline what participants you will be expected to work with in this position.

Screening Requirements

This could range from a signed declaration of agreement, to references, to a police record check.

Length of Term

This needs to be honest and clear. If it is possible that the person will do the job for a long period of time (i.e. successive years) you may still want to put a term of 2 years on the job but also state it is renewable.

Benefits to the Volunteer

This is your opportunity to sell the position and let the candidate know about the benefits and opportunities that will come their way upon the successful completion of the position.