Template for Ministry Descriptions

Job Title: Position Description

Organization Name

**Job Title:** *What will the position be called?*

**Position Status:** *Permanent or temporary? Full-time or part-time?*

**Employee Classification**: *Exempt (salaried) or non-exempt (hourly)?*

**Regular Work Hours:** *How many hours do you expect this person to work, and when do they need to work them? Be specific.*

**Reports to**: *Who oversees this person, or what is the manager’s title?*

**Position Summary:** *Write a brief 2-3 sentences describing the role and what this person will be doing.*

**Responsibilities and Duties:** *List in bullet points the main things this person will be doing and/or be responsible for.*

**Qualifications and Skills:** *List any required skills, education, certifications, etc. that are necessary for the position.*

**Supervisory Responsibility:** *Will this person oversee any other positions or people?*

**Travel Requirements:** *None, 1 week per year, 50% of time, etc.?*

**Conduct:** *List any expected behavior/life style guidelines required for the position.*

*See the next page for a sample…*

Administrative Professional: Position Description

Cross Hope Ministries

**Job Title:** Administrative Professional

**Position Status:** Permanent, full-time

**Employee Classification**: Non-exempt (hourly)

**Regular Work Hours:** 36 hours per week. Monday-Thursday, 8:00am-5:00pm

**Reports to**: Administrative Pastor

**Position Summary:** The administrative professional will be the first impression of Cross Hope Ministries in-person and over the phone. This individual will be an integral part in the communications and administration of Cross Hope Ministries.

**Responsibilities and Duties:** - Answer all incoming phone calls

- Greet visitors and direct traffic in the lobby

- Manage all social media accounts

- Manage office supplies and inventory

- Assist with email and mail communications

- Be the liaison for Miller Management and financial questions internally

- Assist with onboarding new staff members as needed

- Assist with event planning and coordination

**Qualifications and Skills:** High school diploma or equivalent, 2+ years’ professional experience

**Supervisory Responsibility:** None

**Travel Requirements:** None

**Conduct:** Cross Hope Ministries expects all staff to conduct themselves in a professional and Christian way, on and off the clock.