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…*

Associate Pastor: Position Description

New Grace Church

**Job Title:** Associate Pastor

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

**Employee Classification**: Exempt (salaried)

**Regular Work Hours:** 40 hours per week.

**Reports to**: Senior Pastor

**Position Summary:** The Associate Pastor will work to foster congregation-wide discipleship by overseeing our current Small Groups, developing more Small Groups, training leaders who will train other leaders, and fostering greater discipleship and godliness among the adults of our church.

**Responsibilities and Duties:** - Oversee small group ministries

- Oversee adult discipleship ministries

- Oversee the membership and assimilation process

- Oversee building and grounds maintenance

- Fulfill various pastoral duties as needed when the senior pastor is unable to do so, such as counseling, pastoral care, funerals, weddings, and occasional preaching

**Qualifications and Skills:** Prefer either Bachelor’s or Master’s Level training in Bible/Theology

**Supervisory Responsibility:** None

**Travel Requirements:** At least 1 week per year (for annual church family retreat)

**Conduct:** The church expects the associate pastor to maintain a thriving personal relationship with the Lord through daily Bible study and prayer. The associate pastor must also maintain proper priorities within his home. The associate pastor’s conduct must always strive to meet the Biblical qualifications for pastors (Titus 1:5-9, 1 Tim. 3:1-7, 1 Peter 5:1-4).