



For Ministry Leaders
**A GUIDE TO WRITING
JOB DESCRIPTIONS**

The **Enlistment Ministry** will offer your job descriptions to people interested in your ministry. By using job descriptions we are helping people make informed decisions about where the Lord would want them to serve.

Please include:

1. **Name of Ministry.**
2. **Name of Position:** Give the position a name that fits the work they do.
3. **Ministry's Purpose:** What is the purpose of your ministry? Why does it exist? We want people to understand what you do is important. Your ministry meets certain needs of certain people in the church body. Your ministry helps the church accomplish its mission, and this mission is accomplished by emphasizing 5 areas: evangelizing, enfolding, equipping, enlisting, exalting. Your ministry falls under 1 or more of these areas. What is the purpose of your ministry and who do you serve?
4. **Qualifications:** List abilities, personality characteristics, age, church status (attendee or member) and ministry or educational experience of the ideal candidate. Write in list format. The goal is to attract people who are well qualified so be specific, list all the qualities you need. Leave out words like: Be..., Must be..., or Has...
5. **Time Commitment:** Write it in list format. Be specific, and make it clear, so they understand what they are committing to.
6. **Responsibilities:** Write it in list format; start with a verb, for example: Teach, Write, Supervise, Assist, Prepare, Set up, Coordinate, Fill out, Plan, Implement, etc. Do not add "ing" to your verbs. Create this position to be as interesting and exciting as you can make it. Ask yourself, what is it about this ministry or this position that would attract someone to serve in this position rather than choosing another ministry. What is it that drew you to this ministry?

Please send Job Descriptions to: Judy Davis at ovrthrocks@aol.com or leave at the Ministry Enlistment Office

If you have any questions contact me at above email or home phone 510-799-3731

Thank you,
Judy Davis
Information Assistant
Enlistment Ministry