

# Church Job Descriptions



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## Leader's Guide

*How to use "Church Job Description" by BUILDING CHURCH LEADERS*

Welcome to BUILDING CHURCH LEADERS: your complete guide to leadership training. You've purchased an innovative resource that will help you assemble job descriptions for various aspects of your ministry. Selected by the editors of Leadership Resources at Christianity Today International, these are the best elements of church job descriptions, which come from a variety of churches and denominations.

We have assembled 15 job descriptions to help you review the duties that are performed in your church, and create new and needed positions. These job descriptions can be adapted for almost any part of your church's ministry. You may use them in a policy handbook, a personnel manual, or a customized form for your particular use. You also can adapt descriptions to specific innovative needs, and to reflect the size and budget of your church.

These forms reflect financial, clerical and volunteer jobs in a church. These forms will help your pastor, church business administrator and church board members prepare for current and future employment. There are three models of forms—one in a formal personnel format that requires receipt and signature by the employee; a narrative format for full understanding by employee and supervisor; and a tabular format with lots of room for job flexibility.

We hope these forms will assist your church in developing the ministry of your congregation—and also to ensure that the best kinds of people can be selected for the key activities that will further the life and ministry of your church.

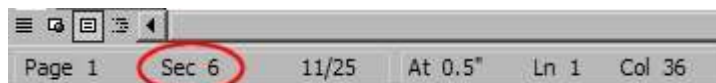
Need more material, or something on a specific topic? See our website at [www.BuildingChurchLeaders.com](http://www.BuildingChurchLeaders.com).

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PRINTING NOTE: To print out the forms you would like to use, put your cursor on the page to print and notice the section number located on the left side of the status bar at the bottom of the page.



Click "File" + "Print," select "Pages," and type "s" and the section number in the corresponding box. For example, if you would like to print the third form, "Performance Appraisal for Musicians," type "s6."

\* We've worked hard to make sure this information is accurate and legally sound. However, we remind you that this is not a substitute for legal counsel. If your church has a legal question, be sure to talk with an attorney.



## Developing Clearly Defined Work

*Specific position descriptions help get the most out of every ministry worker.*

by John Throop

There's a lot of work to do in the ministry of the church. Unless the job is described and defined, people will not be able to work effectively. Conflict between individuals and groups can result, or workers may not be very happy in what they do. Often, churches do not have carefully developed job or position descriptions. Some church leaders think that ministries are self-defining. People know what to do or should do as the Holy Spirit guides them. Ministries also can become so busy that leaders can't think through the organizational map to know how to use their time and talent most effectively.

### Understanding the Purpose of Church Job Descriptions

Like every workplace, a church has a number of jobs to be done. It is always better to develop position descriptions so that church leaders can:

- **Clarify expectations.** A well-defined position can communicate what is needed in any job in the church, how a person in ministry will be evaluated (whether formally or informally), and how leaders will know the work is getting done.
- **Set boundaries.** There's a difference between expecting a person to do a few things well (very efficient) and doing a little of everything (very inefficient). Job descriptions can set important boundaries between workers so that they are not taking over other people's work—or not giving the best effort to their own work.
- **Define lines of authority.** People want to know to whom they are accountable, and why. Workers also will be less likely to send mixed signals about whose direction to follow, and at what point the supervisor takes charge.
- **Eliminate work and ministry conflicts.** With clearer boundaries and lines of authority, the likelihood that people will move into conflict is greatly reduced. Workers will respect and honor their co-workers and understand how each of them must be part of a team to advance the Lord's work.

It is essential to write a description for each work function in a standardized format so that everyone can know the main elements of every job there is to do. These descriptions need to be put into a church policy and procedure manual so that, if there are any disputes or misunderstandings, everyone has the same information to consult.

### Key Components of Church Job Descriptions

There are seven key elements in a written job or position description.

- **Church or ministry description.** A standardized statement needs to describe briefly the basic work of a church or ministry, including (but not limited to) type of



church, theological foundations, institutional history, and numbers of people served. This description helps provide a context for the specific job.

- **Position title and definition.** The name of the position should be clear and consistent with similar positions in the ministry. If there is greater responsibility in one position compared to another, use the word “senior” or “lead.” Also, identify job status—exempt (regular), non-exempt (hourly), full time, or part time. It also is important to stress, when necessary, that the job *must* be done primarily on site. Summarizing the position in one sentence helps define the position in the ministry.
- **Duties and qualifications.** This section defines key duties and responsibilities. Often, the key responsibilities are listed in sequence of work, level of importance and percentage of work time for key responsibilities. Avoid the stock phrase, “and all other duties as assigned,” which can be addressed in orientation to the work. Qualifications will include education, experience, knowledge of basic tools, and activities. Elements of the job often are listed by priority in bulleted order.
- **Lines of authority.** To what position does this job occupant report? Use job titles (i.e., pastor, church business administrator), not specific names (i.e., Pastor Ed, Joe Jones, janitor).
- **Legal issues.** The description states basic aptitude requirements, including reading and math capabilities, competence in communication and, when necessary, requirements for lifting physical objects (i.e., must lift boxes of no more than 30 pounds; must be able to clean stairwells). Some positions may require a financial or legal background check to be considered.
- **Other items.** In a church or Christian ministry, it still is acceptable legally to require church membership or a defined faith commitment to qualify. Also, some workplaces or faith traditions have a dress code for work.
- **Signatures.** The candidates will sign a statement indicating that they have read, understood and accepted the job description.

Unlike work in a larger secular corporation, a church’s official position description does not require a salary disclosure, unless the denomination has a compensation chart, especially for ordained ministers. A response to an initial question, or a section of the job interview, can spell out specific compensation issues.

## **Job Descriptions and Ministry Development**

Job descriptions certainly provide clear expectations and boundaries for a church’s total ministry. They also help church leaders and members understand the nature of and need for a job because:

- A description has a **place in the church or ministry mission and strategy.** As positions are filled, the clergy and lay ministers understand how they advance the agenda of the Gospel and the church, not their own. Church members also can understand why certain jobs are essential for strategy even if the work is not important to them.



- As a church or ministry grows or shrinks, or if there are other changes, then **jobs can be redefined as needed**. A ministry strategy can identify certain positions to be created, changed or eliminated. That way, leaders and members can support the many ways that the church's ministry is being carried out.
- **New ministries can be identified** and new work roles can be developed. In this way, existing employees can be given the opportunity to advance, specialize or focus. Or, as an employee's family situation changes, they can cut back on their hours or their responsibilities.

A job description should be filed electronically and on paper as part of the personnel evaluation process. A person's job performance can be compared to stated responsibilities.

Job descriptions ultimately are beneficial because they will help people in ministry to do an effective job and help the whole church fulfill God's call to ministry.

# Community Church

123 Main Street  
Anywhere, State 00001 (111) 123-4567

Senior Pastor

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## **JOB SUMMARY**

The Senior Pastor of Community Church is responsible for providing the senior leadership and oversight of the church. With God's help, he will serve as the chief visionary to lead the church forward in fulfilling God's purpose. He is expected to contribute to the team spirit of the staff through fellowship, encouragement, cooperation, prayer support and other appropriate ways, as he serves his Lord Jesus Christ.

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## **COMPENSATION**

The compensation package will be established by the Eldership Team and approved and reviewed each year by the Elders.

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## **SUPPORT**

The Senior Pastor will support the ministry of Community Church by attention to the spiritual direction of the organization. The Senior Pastor will also support the ministry by attention to living the highest level of moral integrity and by faithful required attendance of church services.

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## **EXPECTATIONS**

We expect spiritual and professional growth in focused areas, while being a part of the Community Church team. The use of skills from previous experience will prove to be an invaluable asset to this ministry. The Senior Pastor is a key team player in helping guide this ministry to fulfill its purpose statement. Time will be given for spiritual growth opportunities in workshops and/or leadership conferences.

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## **ESSENTIAL FUNCTIONS**

- To lead the church in being a praying church. To call for corporate prayer times and prayer and fasting times, to see that prayer is made for all people and places (1 Pet. 4:7).
- Provide for the overall health and welfare of the church.
- To be the primary preacher of the Word of God. This shall be done with love, faithfulness, impartiality and fearfulness knowing that he will be held accountable for the welfare of the flock (Heb. 13:17).
- See that Bible teaching is a primary function of the church.
- To conduct weddings and funerals, to see that related counseling is done.
- To administer communion, perform baptisms and baby dedications.
- To work to facilitate peace among members of the staff and congregation; to seek to win back the estranged and to reconcile those with broken relationships, particularly when such conflict threatens the welfare of the church; at times, to work with the church leadership council to determine solutions to some problems of this nature (Col. 3:15).
- To work with the administrator to develop new ministries and help with the overseeing of the current ministries.
- To oversee and lead other pastoral staff in their related ministries, keeping a uniform "temperature" of the church.
- To serve as an Elder on the Church leadership council.

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## **TEAM LEADER RESPONSIBILITIES**

- Directly supervise the pastoral staff, and assist others in providing spiritual accountability and leadership to volunteer leaders in church.
- Meet as needed with the team under his direction to provide support, encouragement, training, accountability and direction for their ministries.
- Other various duties as directed by the Eldership for the enrichment of the staff, leadership and ministries.

# Community Church

123 Main Street \* Anywhere, State 00001 \* (111) 123-4567

## Pastor Position Description

The role of the Pastor is to assist the Elders in overseeing the life and direction of the church. The Pastor will have a firm grasp on the purpose, values and strategy of the church and the ability to align ordained and lay staff and key leadership teams with its mission. The Pastor will offer pastoral leadership to the congregation alongside clergy and lay ministers. The Pastor will ensure that the systems, practices, and policies of the church responsibly and effectively support its ministry activities.

### Key Responsibilities

- 1. Preaching and teaching:** The Pastor will be the primary preacher for Sunday worship services. The Pastor also will provide leadership in planning and executing the Adult Education programs and other programs in discipleship and ministry training, in coordination with other ordained and lay leaders.
- 2. Strategic leadership and planning:** The Pastor is responsible for strategic planning and staff coordination in the execution of the church's purpose. The Pastor will define strategic goals and vision as a key leader among staff and elders and implement the plan by:
  - a. Coordinating/leading weekly staff meetings and other activities to clarify and execute goals and objectives.
  - b. Monitoring the spiritual pulse of the congregation through review and accountability.
  - c. Ensuring staffing, facilities and programs are effectively aligned to meet strategic goals.
- 3. Staff supervision and development:** The Pastor serves as director to ordained and lay staff and lay volunteers, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:
  - a. Overseeing staff training and development.
  - b. Hiring and dismissing staff and prioritizing staff additions after consultation and guidance from the elders.
  - c. Providing leadership to the pastoral staff in the design and implementation of all church ministries.
  - d. Working with the Personnel Team to implement salary reviews and recommendations.
  - e. Maintaining efficient and effective lines of communication between the staff and elders.
  - f. Serving as HR manager—oversee the negotiation of insurance and other benefits, conduct performance evaluations, and provide on-going informal performance feedback.
- 4. Administration:** The Pastor oversees and executes the administration of the church through appropriate staff and lay leadership teams, and ensures the completion of ministry, business, facility, and logistical support functions through staff and lay volunteers. He must:
  - a. Oversee the pastoral care needs of the congregation and, as necessary, share with other ordained and lay ministers in hospital visitation, home visits, counseling, marriages and funerals.
  - b. Supervise the Office Manager and provide direction, as needed, for the effective functioning of the front office support functions.
  - c. Oversee development of and adherence to church policies and procedures.
- 5. Evaluation and compensation:** The Pastor will file monthly reports to the Elders on ministry accomplishments and activities. The Personnel Team will conduct annually a performance evaluation and review of the compensation package.

# Community Church

123 Main Street \* Anywhere, State 00001 \* (111) 123-4567

## Associate Pastor Position Description

The role of the Associate Pastor is to work in harmony with the Senior Pastor, have a firm grasp on the purpose, values and strategy of Community Church and align key leadership teams with its mission. The Associate Pastor will work alongside clergy and lay ministers to carry out this mission as a member of a team in ministry.

### Key Responsibilities

- 1. Focused ministry in (identify type of ministry):** In accountability to the Senior Pastor, the Associate Pastor will develop ministry and outreach in (type of ministry). Responsibilities include:
  - a. Developing goals and objectives for the ministry area in line with the strategic plan.
  - b. Assessing ministry needs and developing programs and activities to meet those needs.
  - c. Identifying pastoral, lay staff and lay volunteer resources and needs.
  - d. Providing teaching in the congregation in (type of ministry).
- 2. Staff supervision and development:** The Associate Pastor serves as director to ordained and lay staff and lay volunteers as per the ministry responsibility, and leads, evaluates, and mentors existing staff in their respective areas of ministry by:
  - a. Overseeing, planning and implementing staff recruitment, training and development.
  - b. Providing leadership to the pastoral and lay staff in the design and implementation of the specific church ministry.
  - c. Serving as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.
- 3. Administration:** The Associate Pastor oversees and executes the administration of the ministry areas through appropriate staff and lay leadership teams, and monitors work progress and completion. The Associate Pastor must:
  - a. Develop and administer a program budget and report to the Senior Pastor on adherence to it.
  - b. Oversee development of and adherence to church policies and procedures in this area of ministry.
  - c. Participate in worship and pastoral care activities as assigned by the Senior Pastor and participate with others in leadership in worship services; preaching at appointed times; participating in marriage services and funerals; assisting with hospital calling and other visits of need; and counseling, as required.
- 4. Evaluation and Compensation:** The Associate Pastor will file monthly reports to the Senior Pastor and, when requested, to the Elders, on ministry accomplishments and activities. With the Senior Pastor's participation, the Personnel Team will conduct annually a performance evaluation and review of a compensation package.

# Community Church

123 Main Street \* Anywhere, State 00001 \* (111) 123-4567

## Christian Education Director Position Description

The role of the Christian Education Director is to assist the Senior Pastor and staff in overseeing the ministry of Christian education and formation for adults, youth and children on Sundays and during the week. The Christian Education Director will work alongside clergy and lay ministers to carry out this mission as a member of a team in ministry. The position is full-time.

### Key Responsibilities

1. **Christian education activities:** In accountability to the Senior Pastor, the Christian Education Director will oversee, supervise and develop educational opportunities for church members to help them grow in their faith. Responsibilities include:
  - a. Developing goals and objectives for the Christian education program at all levels in line with the strategic plan.
  - b. Assessing educational needs for all ages, setting goals for education and formation, and developing programs and activities to achieve those goals and meet identified needs.
  - c. Identifying and testing age-level curriculum resources, whether commercially produced or developed by pastoral staff.
  - d. Identifying and planning for both ongoing educational programs and short-term or one-time educational events.
  - e. Recruit, train and work with the lay teaching volunteers in coaching and strengthening their teaching abilities.
  - f. Coordinate with the Church Resource Center volunteer staff to provide and maintain Christian education resources, including books, videos/DVDs and other materials.
2. **Staff supervision and development**
  - a. Identifying pastoral, lay staff and lay volunteer resources and needs in Christian education.
  - b. Oversee, plan and implement staff recruitment, training and development.
  - c. Coordinate with the Vacation Bible School staff to support them in their goals, objectives and needs.
  - d. Research, order and distribute curriculum materials and other educational resources.
  - e. Serve as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.
3. **Administration:** The Christian Education Director will strengthen the programs and activities with adults and young people through:
  - a. Development of short and long-term goals and plans for educational ministry.
  - b. Development and implementation of an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to every group.
  - c. Development and management of the annual budget for Christian education.
  - d. Responsiveness to communication demands which arise through personal interaction, email, and telephone contacts.
  - e. Attend conferences and participate in educational training events to strengthen the knowledge and skill bases in Christian education.
  - f. Work regularly with pastoral and lay staff and key volunteer leaders to integrate educational offerings and opportunities into other ministries (i.e., missions, youth ministry, evangelism, multi-cultural outreach).
4. **Evaluation and compensation:** The Christian Education Director will file monthly reports to the Senior Pastor and, when requested, to the Elders, on educational ministry accomplishments and activities. With the Senior Pastor's participation, the Personnel Team will conduct annually a performance evaluation and review of a compensation package.

## Community Church Job Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Director of Small Group Ministry

**Accountable To:** Senior Pastor

**Salaried or Hourly:** Salaried/Exempt

**Job Titles Supervised:** Small Group Administrative Assistants, Small Group Pastors

**Purpose:** To serve Community Church by providing direction, administration, and oversight of small groups accessible to the church congregation and the community at large. Additionally, this person provides pastoral care, oversight and leadership development to the designated Zone Leaders, Section Leaders, Small Group Leaders and individuals involved in small groups.

### **Essential Responsibilities:**

1. Direct and oversee, with proven leadership abilities and team-building concept implementation, the Small Group Ministry team in planning and executing all the functions that are essential to a viable and dynamic small group ministry.
2. Direct and oversee the Small Group Ministry team in planning and implementing new leader's orientation meetings, leadership training meetings, and all events associated with Rally Week.
3. Strategize with the Small Group Ministry team in planning and implementing systems, policies and procedures for approving small group leaders, section leaders, and zone leaders.
4. Create and execute, with the Small Group Ministry team, promotion campaigns for the Small Group Ministry both within the Community Church congregation as well as in the local community.
5. Provide general and specific vision, direction, and outreach strategies for Small Group Ministry.
6. Supervise the Assistant to the Director of Small Group Ministry, all of the Small Group Ministry pastors, and their Administrative Assistants by providing leadership and nurture.
7. Implement the Senior Pastor's overall vision by providing pastoral care including visitations, prayer walks, attending Small Group meetings and functions, hospital and nursing home visitations, and community involvement, and by encouraging and overseeing all the Small Group Ministry pastors to do the same.
8. Be prepared to perform the duties of an ordained or licensed Minister of Community Church including: water baptisms, communion, weddings, funerals, teaching, administration, and conducting regular worship services.
9. Raise up leadership by identifying potential Small Group Leaders, Section Leaders and Zone Leaders. Implement leadership development through informal and formal means.
10. Serve as a credible spokesperson for the Small Group Ministry to other churches, business and community leaders, understanding, practicing, and teaching the Biblical precepts behind small groups.
11. Administer the work of the Small Group Ministry team, including Zone and Section Leaders, coaching leaders to provide appropriate pastoral mentoring to participants in small groups as well as for people who request it from the church.
12. Lead and guide Guest Services, the assimilation of newcomers to the church, and a monthly guest luncheon.
13. Plan and direct registration of water baptism candidates, as well as scheduling pastors to perform baptisms in services.
14. Work in close association with the entire staff to build and maintain a strong team environment among our staff and complete the work necessary to fully serve and support the ministries and events of Community Church.
15. Attend regular staff meetings, lead Small Group Ministry departmental meetings, and participate in additional meetings when requested to do so.
16. Receive a performance evaluation given by the Senior Pastor on an annual basis.
17. Cooperate with the Senior Pastor by performing any other duties when asked to do so.

I have read and understood the requirements for this position and I can perform the essential responsibilities for this position.

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Signature

Date

# Community Church

123 Main Street \* Anywhere, State 00001 \* (111) 123-4567

## Student Ministry Pastor Position Description

The role of the Student Ministries Pastor is to assist the Pastor and staff in overseeing the ministry and outreach to secondary school students and college students. The Student Ministry Pastor will work alongside clergy and lay ministers to carry out this mission as a member of a team in ministry.

### Key Responsibilities

- 1. Focused work in student ministry.** In accountability to the Senior Pastor, the Student Ministry Pastor will develop ministry and outreach to secondary school students and college-age persons. Responsibilities include:
  - a. Developing goals and objectives for student ministry area in line with the strategic plan.
  - b. Assessing ministry needs and developing programs and activities to meet those needs.
  - c. Providing teaching in the congregation in student ministry and the needs of young adults.
  - d. Serving as a motivating, inspiring and engaging teacher to our students on a regular/weekly basis as part of a larger plan for the spiritual development of our students.
  - e. Leading or developing a student ministry worship program.
  - f. Developing a climate for students that is safe, supportive, and cultivates spiritual growth.
  - g. Addressing specific personal and spiritual needs of students as they arise through one-on-one or small group meetings, hospital visits, or other connections appropriate to the circumstances.
- 2. Staff Supervision and Development**
  - a. Identifying pastoral, lay staff and lay volunteer resources and needs.
  - b. Developing lay leaders who can love and lead our students effectively one-on-one and in small groups.
  - c. Oversee, plan and implement staff recruitment, training and development.
  - d. Serve as manager by conducting performance evaluations, providing ongoing informal performance feedback, and reporting to the Senior Pastor regarding ministry activity and performance.
- 3. Administration.** The Student Ministry Pastor will strengthen the programs and activities with young people through:
  - a. Development of short and long-term goals and plans for the ministry.
  - b. Development and implementation of an annual calendar of activities and programs that are inclusive and promote relationship development and discipleship at levels appropriate to the group.
  - c. Development and management of the annual budget for Student Ministries.
  - d. Responsiveness to communication demands which arise through personal interaction, email, and telephone contacts.
  - e. Develop relationships with schools, churches, and parachurch organizations that support our efforts to reach students in the church and the community.
- 4. Evaluation and Compensation:** The Student Ministries Pastor will file monthly reports to the Senior Pastor and, when requested, to the Elders, on ministry accomplishments and activities. With the Senior Pastor's participation, the Personnel Team will conduct annually a performance evaluation and review of a compensation package.

# Community Church Position Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Church Administrator  
**Reports To:** Senior Pastor  
**Position Status:** Full-Time Regular—Exempt

**Purpose:** The church administrator is responsible for managing the business affairs of the church and working with church members and staff to achieve the church's mission objectives. It is a ministry of the church; the person in this position will be extending the ministry of Community Church to our employees, our members, and the surrounding community.

## **Job Responsibilities and Duties:**

The primary management/supervisory responsibilities include:

### **Financial Management:**

- Oversees the work of the church accountant in the receipt, deposit and disbursement of all church funds.
- With the church accountant, establishes a financial record system for the church and directing its operations.
- Oversees the purchasing process and maintaining vendor relationships.
- Oversees the preparation of monthly financial reports to ministries and committees.
- Maintains a proper cash flow control to meet obligations.
- Works with the church administration committee, the head of staff and the church accountant to prepare an annual budget for approval by the elders, and implements it upon approval.
- Works with the appropriate committees in planning and promoting the annual church stewardship campaign and capital fund drives.
- Works with the elders and the church administration committee to obtain or restructure long or short-term debt financing.
- Obtains an annual audit or review of the church's financial statements.
- Oversees the administering of the payroll for church employees.
- Assures all tax reports (941, W-2) are promptly paid and timely filed.

### **Personnel Management**

- Develops (with the HR committee) and administers the personnel policies and procedures of the church.
- Maintains personnel records.
- With the head of staff, administers the performance evaluation system for church staff.
- Hires and terminates support staff in consultation with the head of staff.
- Periodically reviews wage and salary structures, personnel practices and benefits and making recommendations to the human resources committee.
- Works with the pastoral nomination committee in assisting ministers with relocation and determining the proper relocation benefits.
- Assures the church's compliance with federal and state labor laws.
- Coordinates the vacation schedule.

### **Properties Management**

- Directs the church's maintenance program by supervising the church custodian and outside contractors.
- Develops and administers policies and procedures concerning the use of all church properties, and facilities.
- Assists the church building committees in their work with architects, contractors and others in evaluation, planning, building, remodeling and equipping church buildings.
- Works with staff and organizations in coordinating the assignment of classrooms and church facilities for meetings and activities.
- Evaluates periodically the insurance needs of the church and reporting to the administration committee.

- Oversees the energy management system, if and when acquired.
- Oversees the security of the church.
- Maintains an inventory of church property and equipment.

### **Office Management**

- Gives general direction to the weekday operation of the church office, and supervises the secretarial, clerical and office personnel as assigned.
- Sees to the maintenance of all office equipment and computer systems.
- Assures that proper computer backup is routinely maintained.
- Facilitates staff training on church computer systems and office equipment.
- Facilitates periodic review of computer systems and office equipment with assistance from the technology committee.
- Administers the church office budget and building and grounds maintenance budget, including utilities and contract services.

### **General**

- Obtains advice on legal, business and tax matters for the church and ministers.
- Takes and prepares minutes for administration committee meetings.
- Works with the head of staff in the planning and coordinating of leadership council meetings.
- Participates in weekly staff meetings and scheduled elder meetings.
- Works with the wedding coordinator, when necessary.
- Facilitates the organization of volunteer help as needed.

### **Job Skills and Requirements**

- A bachelor's degree in business or a related field or equivalent experience preferred.
- A committed Christian and a regular participant in the life of Community Church, though not necessarily at Community Church.
- Can conceptualize his/her administrative and managerial work as ministry and verbalize the function of the job as ministry.
- Is responsible for fostering effective communication in the church organization.
- The ability to manage a consensus decision-making process.
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software.
- Timely and consistent attendance, and availability in the evenings for committee and church board meetings.
- Excellent verbal and written communication skills.

### **Evaluation and Compensation**

The church administrator reports to the senior pastor and will receive an annual performance review by the senior pastor as head of staff. Compensation is reviewed annually by the senior pastor and the church administration committee. The church administrator serves as staff liaison with the church administration committee, the human resources committee, and attends other committees as needed.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

---

Employee

Date

# Community Church Position Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Office Manager

**Reports To:** Church Administrator and Pastor

**Position Status:** Full-Time Regular—Non-Exempt

**Position Summary:** The church office is the hub of communication and requires efficient clerical office management and improvements in day-to-day operations.

## **Job Responsibilities and Duties:**

### **Weekly**

- Enter worship attendance in membership software.
- Prepare visitor reports and letters and notify visitation committee.
- Notify pastor, associate pastor, church board, lay ministries, and prayer chain leader of members who are hospitalized or disabled; births, deaths, and weddings in church membership and families of members
- Upload calendar changes and sermon notes to the web site.
- Coordinate with facility manager about church properties use.
- Prepare staff meeting agendas.
- Update church web site as needed.
- Coordinate church ministry volunteer activities.

### **Monthly**

- Gather information, prepare, lay out and print monthly newsletter.
- Maintain and update church management program and mailing list.

### **General**

- Work together with board clerk to keep the permanent church register current.
- Create and maintain physical asset tracking system.
- Maintain church calendar.
- Prepare bulk mailings when necessary.
- Assist outreach team with the creation and mailing of quarterly mailing pieces.
- Provide clerical assistance to church staff as needed.
- Provide clerical assistance to pre-school center director and staff as needed.
- Provide clerical assistance to church ministries as needed.
- Provide backup support for administrative assistant.
- Assist Vacation Bible School chair(s) with preparation of materials for VBS.
- Order office supplies as needed.
- Coordinate the repair/maintenance of church office equipment.
- Coordinate/assist with special events.
- Preparation of annual congregational reports in conjunction with other staff members.
- Other reports as directed

### **Job Skills and Requirements**

- Demonstrated proficiency in computer skills including Word and Excel, and adaptability to Community's Church's church management software.
- Attention to detail and follow-through on assignments on deadlines.
- A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
- A commitment to confidentiality regarding all records, both of the church and staff, and the members.
- Dependable attendance.

### **Evaluation and Compensation**

The Office Manager works directly under the Church Administrator and Senior Pastor, and receives an annual performance evaluation. Compensation is reviewed annually.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Employee

Date

# Community Church

123 Main Street  
Anywhere, State 00001 (111) 123-4567

**Receptionist**

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## **JOB SUMMARY**

The receptionist assists in coordinating all church office activity. Working directly with the entire office and pastoral staff, the receptionist effectively communicates and manages incoming visitors, phone calls, mail and other items as necessary.

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## **SUPPORT**

The receptionist will support the ministry of Community Church by attention to the daily administrative responsibilities of the organization. The receptionist will also support Community Church's ministry by attention to living the highest level of moral integrity and by faithful required attendance of church services.

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## **EXPECTATIONS**

The receptionist will grow spiritually and professionally in specific areas, while being a part of the Community Church team. Skills from previous experience will be used, and the receptionist will be a key team player in helping guide this ministry to fulfill its purpose statement.

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## **ESSENTIAL FUNCTIONS**

- Answer all incoming calls to Community Church in a courteous, friendly and professional manner and direct to the recipient politely and quickly.
- Serve as host to incoming visitors, offering coffee or other drinks that are available and announce their arrival to the appropriate party.
- Follow up letters to first time visitors and posting information to Automated Church Systems (ACS).
- The highest of priorities is to maintain the church database. Accuracy and up-to-date information is critical to church record keeping.
- Ensure compliance and implementation of policies put in place by leadership.
- Monitor incoming and outgoing mail, ensure accurate postage and compliance with office policy. Work with finance department to ensure proper payment of postage meter.
- Order office supplies and maintain supply room in an orderly manner. Adhering to office policies and budget guidelines, obtain multiple bids when policy states.
- Maintain and coordinate church calendar. Coordinate with building facility director and affected ministry heads to maintain an efficient running church.
- Track baptisms and baby dedications, making necessary updates in ACS and mailing appropriate forms and certificates.
- Assist various ministries with administrative functions to include coordination of volunteers for bulk mailings or other duties as assigned.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

- Administrative ability to organize clearly and communicate effectively.
- Proficiency in word processing, to multi-task in several areas and communicate effectively with multiple groups of people.
- Typing ability of 50 wpm desired, confidence in handling multiple phone lines, office traffic etc.

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## **ADDITIONAL RESPONSIBILITIES**

Performs other duties as assigned by the administrator or senior pastor.

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## **SUPERVISION**

The receptionist will report to the administrator. In that person's absence the receptionist will be responsible to the church eldership. The administrative pastor will conduct an annual evaluation of job performance and review the level of compensation.

# Community Church Position Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Pastoral Administrative Assistant

**Reports To:** Church Administrator

**Position Status:** Full-Time Regular—Non-Exempt

**Position Summary:** The purpose of this position, which is viewed as a ministry, is to support pastoral staff at Community Church.

## Job Responsibilities and Duties:

### Weekly

- Prepare bulletins for Sunday and Wednesday worship services; copy Children's Ministry bulletins.
- Prepare items for video projection as well as informing projectionist of these items.
- Copy CDs, cassettes, and other audio material as required.
- Prepare celebration/prayer cards for Pastor's pulpit announcements.
- Correspondence and administrative support as required.

### Monthly

- Prepare Church Board agenda and gather business items.
- Prepare Leadership Council Agenda and minutes.

### Miscellaneous Duties

- Prepare for baptismal events.
- Schedule and coordinate information with couples regarding weddings; score pre-marital inventories; manage wedding files for pastors, and assist the marriage ministry team and wedding coordinators.
- Update and maintain volunteer profile (two or three times each year).
- Help Sunday school program administratively as needed.
- Notify pastors, church board, lay ministers, and intercession ministers regarding church members who are hospitalized or disabled; births, deaths, weddings and other events of church members and families of members.
- Coordinate/assist with special events as needed.
- Perform other tasks and responsibilities as assigned by the Church Administrator.

## Job Skills and Requirements

- Cordial and professional conduct and excellent interpersonal skills.
- A commitment to confidentiality of personal information of the congregation and staff.
- Ability to organize and administer information.
- Ability to follow through with details.
- Knowledge of computer hardware and software, including Word, Excel, Outlook, and church management software.
- Timely attendance with ability to vary schedule when needed.

## Evaluation and Compensation

The pastoral administrative assistant works directly under the church administrator and receives an annual performance evaluation. Compensation is reviewed annually.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

---

Employee

Date

# Community Church

123 Main Street  
Anywhere, State 00001 (111) 123-4567

Facility Director

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## **JOB SUMMARY**

The Facility Director will support and supervise all areas of building maintenance and custodial care. Responsibilities include: working directly with office staff for set up of church events and building operations; regularly inspect the church premises for areas of need or concern and report findings to the church office; assist in the coordination of church workdays and other building projects done with volunteers.

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## **SUPPORT**

The Facility Director supports the ministry of Community Church by attention to working with custodial care and maintenance, multimedia systems, platform organization, and all mechanical systems. This position supports the ministry of Community Church by attention to living to the highest level of moral integrity and faithful required attendance of church services.

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## **EXPECTATIONS**

The Facility Director will grow spiritually and professionally in specific areas, while being a part of the Community Church team. The use of technical skills from previous experience will prove to be an invaluable asset to this ministry. This position is a key team player in helping guide this ministry to fulfill its purpose statement. Opportunity will be given for spiritual counseling, workshops and leadership conferences.

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## **ESSENTIAL FUNCTIONS**

- Regularly inspect the church premises for areas of need or concern and report findings to the church office.
- Support the ministry goals of Community Church through the application of expertise primarily in areas including the custodial care and maintenance, building operations, and mechanical systems.
- When necessary, contact applicable outside vendors to facilitate repairs, ensuring competitive and fair pricing.
- Review all outside vendor invoices to ensure satisfactory completion and report to office.
- Respond to office and ministry service and maintenance requests.
- Supervise other building employees to ensure proper set up and tear down for church events, which will include some evenings and weekend hours and, when needed, more than 40 hours a week.
- Coordinate the maintenance of the plumbing, electrical and mechanical systems including minor repairs and coordination of volunteer or outside vendors for major repairs or replacements.
- Work with drama director to manage and maintain all stage equipment including rigging and prop storage.
- Ensure compliance and implementation of policies put in place by leadership.
- Oversee maintenance and safety inspection of church-owned vehicles.
- Organize and retain maintenance records for the building, contacts of outside vendors and annual/seasonal maintenance checklists.
- Coordinate and monitor schedules with all building employees.
- Develop and recommend a plan to repair and/or replace needed items around the church. Discuss best ways to utilize church volunteers to accomplish needed improvements.

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## **KNOWLEDGE, SKILLS AND ABILITIES**

- Effectively plan and schedule personnel time to assume maximum productivity.
- General knowledge of building maintenance, general carpentry, plumbing, electrical, audio systems and/ or custodial skills or experience.

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## **ADDITIONAL RESPONSIBILITIES**

In addition to the above and as required from time to time, there may be additional areas of supervision for which this position will have responsibility, as assigned by the Senior Pastor and/or Church Administrator.

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## **SUPERVISION**

This position takes direction from and reports to the Church Administrator. This position reports to the elder over property management regarding building mechanical systems and related items. The Church Administrator conducts an annual performance evaluation and recommends changes in compensation.

# Community Church Position Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Church Custodian  
**Reports To:** Church Administrator  
**Position Status:** Full-Time Regular—Non-Exempt  
**Position Summary:** Responsible for the appearance, cleanliness, maintenance and security of the building and grounds of Community Church.

## Job Responsibilities and Duties:

- Keep the building clean, attractive and well maintained, inside and out.
- Maintain attractive grounds, performing basic functions as cutting grass, care of flowerbeds, shoveling snow, arranging for snow to be removed from the parking lot, and other maintenance duties.
- Perform minor repairs, including but not limited to masonry, electrical systems, plumbing and immediate temporary repairs in an emergency.
- Attend Building & Grounds Committee meeting and consult with the chair and Church Administrator as needed regarding policies, needed repairs and significant purchases.
- Set up and take down the sanctuary and rooms as needed for classes and meetings.
- Negotiate on needs assessment, finance and scheduling issues with contractors when maintenance and repair services are needed.
- Supervise the part-time grounds keeper, custodial assistant, and church members who volunteer for maintenance responsibilities.
- Perform other tasks and responsibilities as assigned by the Church Administrator.

## Job Skills and Requirements

- Knowledge of basic HVAC and mechanical functions of a large non-residential building.
- Good organizational and planning skills and an ability to delegate to other employees and volunteers.
- Ability to negotiate knowledgeably with contractors and vendors for facility needs.
- Regular timely attendance during stated or negotiated hours.
- Available and on call on a 24-hour, seven day a week basis for emergencies.
- Ability to communicate with staff and volunteers on facility needs and uses.
- Ability to lift a minimum of 40 pounds and to have complete mobility in building and grounds activities.

## Evaluation and Compensation

The church custodian works directly under the church administrator and receives an annual performance evaluation. Compensation is reviewed annually.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

---

Employee

Date

# Community Church Position Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Church Accountant/Bookkeeper

**Reports To:** Church Administrator

**Position Status:** Full-Time Regular—Non-Exempt

**Position Summary:** To provide financial services to church members and professional church staff.

## Job Responsibilities and Duties:

- To obtain and record pledges made during the annual stewardship drive.
- To prepare quarterly giving statements.
- To enter weekly contributions to general fund, building fund, special funds, and donor designated funds.
- To keep confidential all financial contribution information.
- To enter all invoices submitted for payment, cut checks, submit to treasurer for signature, and prepare for mailing.
- To balance checking account and investment accounts and submit reconciliation to treasurer for signature.
- To submit to the church treasurer and church administrator a listing of all checks written during the month.
- To prepare monthly reports for the church board and individual ministry teams.
- To process payroll on a biweekly basis.
- To prepare monthly, quarterly and yearly payroll tax forms and make necessary deposits, and prepare W-2s at year-end.
- Prepare a yearly budget draft for review and adoption by the church board.
- To back up the computer system.
- To prepare for and cooperate with those appointed to perform a yearly audit of financial records.
- To prepare year-end financial reports for annual meeting.
- To perform other necessary and related work as may be assigned.

## Job Skills and Requirements

- A minimum of an associate's degree in accounting from an accredited educational institution.
- Practical experience in fund-based accounting and account reconciliation.
- A demonstrated Christian faith commitment.
- Demonstrated proficiency in computer skills including Word and Excel, and specific fund-based accounting software.
- Attention to detail and precision in account reconciliation and report generation.
- A commitment to good interpersonal relationships, teamwork and support of church ministries.
- A commitment to confidentiality regarding all account records, both of the church and staff, and the members.
- Dependable attendance.

## Evaluation and Compensation

The accountant/bookkeeper works directly under the pastor and receives an annual performance evaluation. Compensation is reviewed annually.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

---

Employee

Date

# Community Church

123 Main Street  
Anywhere, State 00001 (111) 123-4567

Missions Secretary

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## JOB SUMMARY

The missions secretary assists in coordinating all local, regional and international missions activity within the church and support for other related items. Working directly with the missions leadership team, the mission secretary effectively communicates related mission activities and items to the church leadership and office staff as necessary.

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## SUPPORT

The mission secretary will support the ministry of Community Church by attention to the daily administrative responsibilities of the organization. The mission secretary will also support the ministry of Community Church by attention to living the highest level of moral integrity and by faithful required attendance at church services.

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## EXPECTATIONS

The missions secretary will grow spiritually and professionally in specific work areas, while being a part of the Community Church team. The use of administrative skills from previous experience will prove to be an invaluable asset to this ministry. The missions secretary will be a key team player in helping guide this ministry to fulfill its purpose statement.

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## ESSENTIAL FUNCTIONS

- Attend required missions leadership team meetings; produce and keep minutes.
- Assist the financial department of the church regarding business and financial decisions regarding missions.
- Ensure compliance and implementation of policies put in place by leadership.
- Serve as the office contact person for those interested in missions, mission trips or other mission related matters.
- Serve as the internal communication point person with missionaries that Community Church supports to ensure proper payment of funds and other related support items.
- Support the missions director in extra events such as missions focus weekend or other outreach opportunities.
- Coordinate mission trips from an administrative point of view

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## KNOWLEDGE, SKILLS AND ABILITIES

- Administrative ability to organize clearly and communicate effectively.
- Above average proficiency in word processing (MS Word or Word Perfect) and electronic spreadsheet (Excel).
- Knowledge of business and finance principles and practices applicable to a religious environment as they apply locally.
- Typing ability of 50 wpm desired, competence handling multiple phone lines

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## ADDITIONAL RESPONSIBILITIES

Performs other duties as assigned by the administrator and/or missions leadership team.

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## SUPERVISION

The missions secretary will report to the church administrator.

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## EVALUATION AND COMPENSATION

The church administrator will conduct an annual performance evaluation. The compensation package will be established by the eldership team and approved and reviewed by the church administrator.

# Community Church Position Description

This document was  
last reviewed on  
7/15/04

**Job Title:** Fellowship Team Leader/Members

**Reports To:** Office Manager/Pastor

**Position Status:** Volunteer

**Position Summary:** To provide coffee, tea, and other refreshment drinks for all the people who attend the Sunday services each week. To provide a spiritual center of food and fellowship where all are welcome. To also provide this service as a ministry for special events at the church whenever necessary.

## Job Responsibilities and Duties:

### **Coordinator**

- Organization, implementation and training of the team.
- Maintains the calendar and assists in recruiting team members.
- Serves as host during Volunteer Sunday(s).

### **Sunday Hospitality Host**

- Arrive early on Sunday morning to set up the table and make coffee for the Sunday service.
- Arrange the table in an orderly and hospitable manner, fill all necessary supplies, and recheck the supplies after the service.
- Coordinate all the food brought to the church for fellowship after the 11:00 service on Sunday (and on some special events and holidays).
- Set out all the food brought and assembled during the service so that it is available right after the service is completed.
- Work with an assistant and be able to guide and direct, working as a team so that everything is ready after the service.
- Clear off the tables, put away leftovers, clean tables, wash dishes, sweep floors, empty trash with assistant.

### **Sunday Hospitality Assistants**

- Assist the Sunday coordinator with all aspects of set-up for the fellowship to provide a warm and loving atmosphere.
- Assist the coordinator in all clean-up activities after the fellowship.
- Clean up the coffee table, wash the coffee maker, restock the supplies, and clean the table.
- Be available at times for special events other than the Sunday services.

### **Sunday Sharers**

- Anyone with a desire to share their favorite food is encouraged to donate food for fellowship after the 11:00 service.

## Job Expectations and Qualities

- Loving, nurturing people with love for one another and a desire to share their ministry through the preparation and delivery of food for fellowship.
- A desire to work as a team with others and be gracious hosts for our community.
- A definite sense of service and giving; Comfortable working "behind the scenes."
- Dependable attendance.
- Can meet time commitment of one or two Sunday(s) per month for six months.



## Additional Resources

*Resources for writing job descriptions.*

- 📄 **Building Church Leaders:** Leadership training resources from Christianity Today International  
[www.BuildingChurchLeaders.com](http://www.BuildingChurchLeaders.com)
  - “Recruiting and Staffing” Training Theme and PowerPoint
  - “Church Staffing Essentials” Practical Ministry Skills
- 📄 **Your Church magazine** from Christianity Today International:  
<http://www.christianitytoday.com/cbg>
- 📄 **Society for Human Resource Management** at [www.shrm.org](http://www.shrm.org) offers print and on-demand resources for job description creation and maintenance—and a host of additional HR issues.
- 📄 **Christian Management Association** at [www.cmaonline.org](http://www.cmaonline.org) offers various resources in its magazine (*Christian Management Report*), its annual conference, and various vendors in general human resources, question/answer opportunities, and contact with consultants on specific HR issues.
- 📄 **ChurchStaffing.com** has a list of job descriptions that can be downloaded, and a CD-ROM resource to "customize" a description:  
[http://www.churchstaffing.com/html/job\\_descriptions/job\\_descriptions\\_index.shtml](http://www.churchstaffing.com/html/job_descriptions/job_descriptions_index.shtml)
- 📄 **HR Village** has many online job description resources online at its website:  
<http://www.hrvillage.com/jobdescriptions.htm>
- 📄 **HR-Guide.com** offers a variety of basic online job description resources at its website:  
[www.job-analysis.net](http://www.job-analysis.net)

***The Big Book of Job Descriptions for Ministry: Identifying Opportunities and Clarifying Expectations for Ministry*** by Larry Gilbert and Cindy Spear. Includes handbook and CD-ROM. (Gospel Light Publications, 2002; ISBN 0830729186)

***The BLR Job Descriptions Encyclopedia*** by Judy Ruddy. (Business & Legal Reports, Inc., 1996; ISBN 1556450478)

***Job Description Handbook*** by Margie Mader-Clark. Includes CD-ROM. (NOLO Press, 2006; ISBN 1413304427)

***More Results-Oriented Job Descriptions: 226 Models to Use or Adapt--With Guidelines for Creating Your Own*** by Roger J. Plachy and Sandra J. Plachy (AMACOM Publishing, 1998; ISBN 0814479618)