

Parts of a Job Description

POSITION ASSIGNMENT:

- ◆ TITLE:
- ◆ RECRUITED BY: (can be more than one)
- ◆ STAFF GRADE: (level of pay scale)
- ◆ ACCOUNTABILITY (title of position to which this job reports)
- ◆ ORGANIZATIONAL UNIT (department, ministry, etc.)

SUMMARY OF POSITION:

A short statement outlining the summary of job; its supervisory, technical, or administrative scope.

PURPOSE:

A short statement listing the purpose of the job and should include the words, “to carry out the mission and vision of _____ Church” (or organization).

ESSENTIAL FUNCTIONS & PRIMARY TASKS:

Statements outlining particular duties, tasks, or responsibilities. They should identify the most predominant and significant duties. Last bullet point should read: *This job description is not all-inclusive and can be modified verbally or in writing by the employee's supervisor.* Every Supervisor's job description should include the following: *Timely conduct all performance reviews in accordance with church policy.*

SKILL AND EDUCATIONAL REQUIREMENTS:

A description of the skills required, educational background, training, and the amount of experience.

ORGANIZATION RELATIONSHIPS:

A statement describing the relationships of the job with internal and external groups.

WORKING CONDITIONS:

A description of any unusual working conditions, if travel is required, unusual hours, heavy lifting, etc.

NEEDED ATTRIBUTES:

Describe personal qualities, interests, aptitudes, and temperament that the applicant should have. Spiritual Gifts needed could also be listed here.

LAST STATEMENT ON JOB DESCRIPTION:

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 description as outlined above, and if I have any questions concerning what is expected of me, I will speak with my immediate supervisor.

Employee's Signature

Date: _____

Supervisor's Signature

Date: _____