

Ministry Advantage

Developing Ministry
Position Descriptions

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A Ministry Position Description is a written document that summarizes the information you obtained in the Ministry Position Analysis. This is an essential document to prepare on each position within your church for several reasons.

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Developing Ministry Position Descriptions

It defines exactly which skills and qualifications a position requires, and the responsibilities and performance expected of the person who fills that position. It eliminates staff confusion by clarifying who is responsible for what functions, what authority they possess, and what they're accountable for.

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It provides the foundation for performance evaluations by defining criteria that will be used to evaluate staff performance.

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It provides you with a basis for taking action or making decisions regarding position performance or conduct, as well as the foundation necessary to defend those decisions if required.

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It helps you set compensation levels and gives you guidance in the salary review process.

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It focuses your hiring efforts so your search is more efficient. Many unqualified applicants will weed themselves out based on the Ministry Position Description they are given. You'll spend less time talking to unqualified people and increase your chances of hiring someone who will meet your long-term needs, reducing the likelihood of going through the hiring process again and again.

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It helps you to determine how to advertise for a position to inform applicants about what the position entails, and helps you formulate appropriate interview and reference checking questions.

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The Ministry Position Descriptions you create need to be as thorough as possible. You don't want to waste your time or the applicant's time if they don't have the skills needed to do the position.

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Purpose of the position. An explanation of how the position relates to the strategic objectives of the church. In other words, why the position exists.

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following areas:

General summary. A brief description of the major functions of the position. This is an overview of the position requirements.

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Specific duties and responsibilities. These should be listed in descending order of importance. Describe both the “what” and the “why” of each function. Each description should start with an action verb (i.e., administer, coordinate, develop) followed by the function to be performed and the end result expected to be achieved.

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Each Ministry Position Description should cover the following areas:

Scope of responsibility. This should be a brief paragraph covering areas such as level of independent judgment and decision making required, level of direction given, level of freedom in deciding how the position is to be done, level of complexity of the position, and how the position relates to others within the church.

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Each Ministry Position Description should cover the following areas:

Specific skills, gifts, knowledge, experience, and education required. Any other requirements pertinent to the position should also be included.

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Every position in your church, existing or forecasted, should have a written Ministry Position Description. As you prepare your Ministry Position Descriptions, remember to prepare them based on what the positions *should* be, which isn't necessarily how the position exists today.

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Developing Ministry Position Descriptions

If you don't currently have Ministry Position Descriptions on existing positions, have the staff members filling those positions take the first pass at developing the description. You can then compare it to your analysis of needs and make the necessary adjustments. Be sure you discuss any adjustments you make with the staff(s) affected.

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Check out the online coaching center at <http://www.ministryadvantage.org/online-training>



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