Positon title

Explain the purpose of the ministry and the leadership team, and then how being a part of the team will accomplish that goal.

position summary

A high level, once sentence overview of what this person will do.

core responsibilities

* Simple statement that states what kind of character you are looking for in this person (if your church already has language around this, use that)
* Any measured commitments you expect from this person (what metrics they need to meet to qualify for this position). This will vary based on the position and level of leadership.
  + Church attendance or membership
  + Values, beliefs, mission statements or strategies the person needs to agree with, live by, and align with

roles, responsibilities, expectations

* Expand on the position summary with more detail
* Kinds of interactions they will have with other volunteers and potential volunteers
* Education or knowledge they will need to have or maintain
* Administrative responsibilities they will oversee
* Events they will participate in, and to what extent they will participate
* How long you expect for them to commit to this position, and approximately how many hours per week or month you anticipate it will take to executive these responsibilities

relationships

* You may list as many levels of leadership you would like, but at least who they would report to, and anyone they would supervise

competencies

* Choose 3 simple phrases that sum up the type of person you need in this (Highly relational, Highly organizational, Encouraging and motivating others, Disciplined Execution, Relational & Organization, Builds Effective Teams, Gatherer, able to identify and solve problems, Visionary, Collaborative, Excellent communication skills)