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These sample resources were compiled for informational purposes and made available by WOD GTA. Please seek the services of a Human Resource Professional to ensure legal compliance for your church or ministry setting.

Joel Spiridigliozzi & Jonathan Gallo

**Sample Role Descriptions**

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Associate Pastor – Discipleship & Groups | **DATE** |
| **Purpose Statement:**  To serve the vision of our church by leading adult discipleship ministries and groups. | | |
| **Responsibilities:**   * As an Associate Pastor you serve the entire church community and can be asked to function in that role in a variety of contexts including pastoral care, pastoral counselling, preaching, and teaching. * Groups System: You oversee the development of our groups system. You recruit, train, equip, and release group leaders in our church, oversee curriculum, small groups fairs, and celebration. As the face of groups in our church you help to get people connected to small groups, community groups, interest groups, and support groups in our church. * Discipleship System: You oversee our system of new believer follow-up, baptism classes, new believers’ courses, adult classes for our church. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # leaders, # people in groups

**2022-2023 Goals / Projects**

* To create a small group leader package
* To transition women’s ministry to a women’s group

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Associate Pastor – Care | **DATE** |
| **Purpose Statement:**  To serve the vision of our church by leading adult discipleship ministries and groups. | | |
| **Responsibilities:**   * As an Associate Pastor you serve the entire church community and can be asked to function in that role in a variety of contexts including pastoral care, pastoral counselling, preaching, and teaching. * Care System: You oversee the development and management of our care system per the policies and procedures of our church.   + You are the first contact for all elements of care in our church including visitation and meal organization. You are responsible for being the pastor to visit or organize other staff members or volunteers on our visitation teams.   + You oversee pastoral counselling process of the church including a referral network of qualified Christian counsellors in the community.   + You oversee the benevolence budget of our church and the distribution of funds as required. This includes all applications for church sponsorship for camps and paid events.   + You oversee the church food pantry and clothing distribution.   + You oversee support groups in our church.   + You recruit, train, manage, and celebrate volunteers who serve the care needs of the church including Sunday prayer team and visitation team. * Life Events: You oversee baby dedication process including classes, services, and follow-up. You oversee pre-marital courses, counselling, and weddings for our church. You oversee the planning of all funerals in our church. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # team volunteers

**2022-2023 Goals / Projects**

* To build a network of referrals in the community.

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Integration & Volunteer Administrator | **DATE** |
| **Purpose Statement:**  To serve the vision of our church by caring for people in our church. | | |
| **Responsibilities:**   * Integration system: you oversee the movement of people in our church from newcomers to members and leaders in our church. This includes but is not limited to:   + Initial Contact & Follow up Procedures: Connection Cards, Emails, Gifts, and invitation to newcomer’s lunch events.   + Membership applications, membership classes, interviews, membership celebrations, and membership renewals, expiry, and transfers. * Volunteer system: you oversee the recruitment, processing, training, management, and celebration of volunteers in our church.   + This includes ensuring all qualifying volunteers go through abuse prevention training on a regular basis, having their background and reference checks performed, and the proper departmental training appropriate to their individual roles.   + By keeping volunteer data current through our people management software, you will ensure that volunteers are serving in no more than two roles and our volunteer policies and procedures are being followed by staff. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |
|  | | |

**Key Metrics**: # volunteers managed, # newcomers processed

**2022-2023 Goals / Projects**

* To create a small group leader package
* To transition women’s ministry to a women’s group

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Kids Director / Children’s Pastor | **DATE** |
| **Purpose Statement:**  To serve the vision of our church by leading ministries focused on inspiring children from birth to fifth grade to be lifelong disciples of Jesus. | | |
| **Responsibilities:**   * You oversee all volunteers in children’s ministry including recruitment, screening, training, scheduling, managing, and celebrating. This includes weekly communication, weekly scheduling, quarterly meetups, and ongoing team building. * You will work with our volunteer administrator to ensure all qualifying volunteers go through abuse prevention training on a regular basis, have their background and reference checks performed, and are properly trained appropriate to their individual roles. * Nursery: You oversee our nursery ministry including safe and clean environments that serves mothers and newborns. * Toddlers: You oversee the toddlers to kindergarten department that offers age-appropriate snacks, bible lessons, music, games, crafts, and play that teaches them about God’s love for them. * Elementary: You oversee our weekly children’s program that offers bible lessons, games, songs, activities, crafts, bible memory, and incentives where kids can win prizes. * Mid-Week Program: you oversee our mid-week program that delves deeper into Sunday morning content through activities, small group discussion, crafts, and more. * VBS: you oversee the planning and leadership of one week of VBS each summer at our church. * You inspire kids and parents through calls and visits. * You champion regular parent-based courses and support. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # children’s workers

**2022-2023 Goals / Projects**

* To create a team of x number of children’s workers.

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Student Pastor / Youth Pastor / Youth Director | **DATE** |
| **Purpose Statement:**  To serve the vision of our church by leading ministries focused on inspiring students from grade 6-12 to be lifelong disciples of Jesus. | | |
| **Responsibilities:**   * You oversee all volunteers in Jr & Sr high ministry including recruitment, screening, training, scheduling, managing, and celebrating. This includes weekly communication, weekly scheduling, quarterly meetups, and ongoing team building. * You will work with our volunteer administrator to ensure all qualifying volunteers go through abuse prevention training on a regular basis, have their background and reference checks performed, and are properly trained appropriate to their individual roles. * JR High: you will provide a weekly program for students from Grade 6-8 that includes having lots of fun, worship, scripture teaching, and building relationships. You will recruit youth leaders to help mentor Jr High kids in the context of small groups. You will take JR High on at least 2 retreats each year (fall / spring) and hold one mission trip every two years. * SR High: you will provide a weekly program for students from Grade 9-12 that includes having lots of fun, worship, scripture teaching, and building relationships. You will recruit youth leaders to help mentor Sr High kids in the context of small groups. You will take SR High on at least 2 retreats each year (fall / spring) and hold one mission trip every two years. You will help integrate SR High students into the life of the church. * You will be a first point of contact for all youth related pastoral counselling conversations. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # regular attenders

**2022-2023 Goals / Projects**

* To create a leadership team

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Young Adults Pastor / Director | **DATE** |
| **Purpose Statement:**  To serve the vision of our church by leading ministries focused on inspiring young adults to be lifelong disciples of Jesus. | | |
| **Responsibilities:**   * You will work with our groups pastor to ensure that young adults are connected and meeting regularly in groups. You will help start new groups by recruiting leaders, connecting young adults, and managing young adults in those groups. * You will hold weekly / bi-monthly / monthly young adult focused services with worship, relevant teaching, and space for connecting in relationship. You will build a team to help lead worship and regular young adult meetup. * You will hold at least one annual retreat for young adults and champion one mission trip for young adults each year. * You will work to integrate Young Adults into the life of the church and work with all pastors to ensure there are young adults involved in ministries throughout the church. * You will be a first point of contact for all young adult related pastoral counselling conversations. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # regular attenders

**2022-2023 Goals / Projects**

* To create a leadership team

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |  |
| --- | --- |
| **Name:** Pastor Name  **Job Title:** Mission Pastor | **DATE** |
| **Purpose Statement:**  To serve the vision of our church as the champion of mission in our church. | | |
| **Responsibilities:**   * Mission Support: you oversee the development of mission partnerships and monthly remittances in our church. You will help to book five visiting missionaries who can speak ten minutes during service each year. You are to organize one missions emphasis weekends in May and lead one mission focused project fundraiser each December. * Mission Trips: you manage all mission trips for our church including application process, training content, fundraising, planning the itinerary, and booking all tickets and on the ground activities in partnership with local missionaries. You are responsible for organizing at least two mission trips and leading one of those trips each year. * Local Missions: you lead all local outreaches in partnership with all staff. This includes a backpack giveaway in August, a coat giveaway in December, a valentines outreach in February, an easter food giveaway, and a community BBQ in June. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # people involved in mission

**2022-2023 Goals / Projects**

* To create a team focused on local outreach.

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

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| --- | --- |
| **Name:** Pastor Name  **Job Title:** Creative Arts Pastor | **DATE** |
| **Purpose Statement:**  To serve the vision of our church as a creative arts pastor.  **Responsibilities:** | | |
| * The Creative Pastor is responsible for leading, developing, and nurturing the creative arts ministry within the church. This includes worship, media, design, lights, sound, video production, live streaming and various other artistic expressions. The Creative Pastor must be able to inspire and equip others, while utilizing their own creativity and innovation to communicate the message of Christ in fresh and engaging ways. * The Creative Pastor must be able to recruit, train, mentor, schedule, and celebrate volunteers in various creative roles, including audio/visual, design, and other creative disciplines. * Lead and oversee Sunday services.   + Plan and coordinate worship services in partnership with the senior pastor and worship team.   + Develop and mentor worship leaders, musicians, and vocalists, ensuring their spiritual and artistic growth.   + To oversee all aspects of sound, lights, video production, live streaming to ensure they are planned and run for all services. * Oversee media and design projects. * Develop and manage content for digital and print materials, including website, social media, and marketing collateral. Ensure consistent branding and messaging across all communication channels. * Collaborate with staff and volunteers on graphic design, video production, and other creative projects to support church ministries. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. | | |

**Key Metrics**: # people involved in serving

**2022-2023 Goals / Projects**

* To create a team

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

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| --- |
| **Name:** Pastor Name  **Job Title:** Executive Pastor / Administrative Pastor  **Purpose Statement:**  To serve the vision of our church by ensuring its operational vitality.  **Responsibilities:** |
| * Governance: To provide strategic and operational leadership by collaborating with the Lead Pastor and church leadership to develop, implement, and evaluate church-wide strategies and initiatives. To ensure smooth church governance and to ensure alignment of all ministries, programs, and activities with the overall vision and mission of the church. To serve as the bridge between leadership and congregants. * People: Oversee church staff and volunteers through our HR and volunteer system that promotes teamwork, collaboration, and mutual accountability. To manage staff evaluations, promotions, and transitions as needed. * Finances: To develop and manage the church budget. To collaborate with church leadership and ministry heads to develop and maintain the annual budget. To monitor expenses, ensuring responsible stewardship and financial reporting. To ensure compliance with all legal requirements. * Facilities: To ensure proper maintenance, safety, and cleanliness of all church properties and facilities. To plan and manage facility improvement projects and capital campaigns as needed. To coordinate the facility usage calendar. * Systems: To implement and maintain effective policies, procedures, and systems that support the efficient operation of the church. To oversee information technology, data management, and other systems that support church operations. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. |

**Key Metrics**: # people involved in serving

**2022-2023 Goals / Projects**

* To create a team

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

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| **Name:** Pastor Name  **Job Title:** Facilities Manager  **Purpose Statement:**  To serve the vision of our church as the facilities manager.  **Responsibilities:** |
| * To develop and implement maintenance plans and schedules.   + Create and manage preventive and routine maintenance and cleaning schedules for all facilities, systems, and equipment.   + Coordinate with staff and external vendors to perform required maintenance tasks on time and within budget.   + Oversee and manage facility repairs and improvements. Coordinate and oversee the work of contractors and maintenance staff to ensure projects are completed on time, within budget, and up to quality standards. * Manage staff and vendors.   + Recruit, train, and supervise maintenance and janitorial staff, ensuring their professional growth and adherence to safety and quality standards.   + Evaluate and manage contracts with vendors, ensuring that they provide quality services at competitive rates. * Manage facilities   + Manage facility systems including but not limited to: electrical, HVAC, plumbing, roofing, landscaping, parking, alarms, etc   + Ensure safety and compliance with regulations. Develop and implement safety policies and procedures, ensuring compliance with local, state, and federal regulations.   + Maintain up-to-date documentation on warranties, licenses, permits, and other facility-related matters.   + Manage facility usage, scheduling, setup and teardown.   + Oversee the storage and inventory of all assets * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. |
|  |

**Key Metrics**: # people involved in serving

**2022-2023 Goals / Projects**

* To create a team

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022

|  |
| --- |
| **Name:** Pastor Name  **Job Title:** Administrative Assistant  **Purpose Statement:**  To serve the vision of our church as an administrative assistant.  **Responsibilities:**   * The administrative assistant is responsible for providing administrative support to the staff and ministries ensuring the efficient operation of the church office. |
| * + Assist the Senior Pastor, pastoral staff, and ministry leaders with various administrative tasks, such as correspondence, scheduling, and event planning.   + Maintain office supplies inventory and order new supplies as needed.   + Ensure that office equipment is properly maintained and functioning efficiently. * Manage church communications.   + Answer phone calls, emails, and in-person inquiries, directing inquiries to appropriate staff members as needed.   + Maintain an up-to-date contact database of church members, visitors, and volunteers.   + Create and distribute church newsletters, bulletins, and other informational materials, ensuring timely and accurate communication of church events and announcements.   + Coordinate and maintain church calendar and facility scheduling. * Maintain and organize church records and files.   + Manage church files and documents, ensuring proper organization and confidentiality.   + Update and maintain church membership records, baptismal records, and other important documents.   + Support the finance team by processing invoices, expense reimbursements, and other financial transactions as needed. * As a staff member you serve the entire church community and can be asked to function in that role in a variety of contexts including visitation, prayer, training, and serving in other ministries and events as required by your reporting manager. * You are expected to be familiar and champion the vision, values, policies, and procedures of our church. You are expected to approach the day-to-day work activities with a flexible and positive attitude as you partner with our staff and team of volunteers. |
|  |

**Key Metrics**: # people involved in serving

**2022-2023 Goals / Projects**

* To create a team

**Organization:** CHURCH **Department:** Ministry

**Position Title:** Name **Reporting Manager:** Name

**Employment Type:** FT **Start Date:** n/a

**Position Level: Hours:** 35hrs / week

**Wage:** $40,000  **Vacation:** 3 weeks

**Benefits Package:**   **Work Schedule**: Sunday-Thursday

**Pension:** Yes **Comments:** Date Revised March 1, 2022