

**[Church Name]**  
**Job Analysis Form**

Name: \_\_\_\_\_ **Job Title:** \_\_\_\_\_  
Department: \_\_\_\_\_ **Job Number:** \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_ **Supervisor's Title:** \_\_\_\_\_

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**1. Summary of Duties:** State in your own words briefly the main duties. If the position is responsible for filling out reports/records, also complete Section 8.

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**2. Special Qualifications:** List any licenses, permits, certifications, etc. required to perform duties assigned to the position.

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**3. Equipment:** List any equipment, machines and/or tools (e.g., computer, vehicles, fork lifts, drill presses, etc.) normally operated as a part of the position's duties.

**Machine**

**Average Number of Hours Per Week**

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**4. Regular Duties:** Describe in general the duties performed on a regular basis. Please list these duties in descending order of importance and the percent of time spent on them per month. List as many duties as possible and attach addition sheets if necessary.

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**5. Contacts:** Does this position require any contacts with any other department personnel, other departments, outside agencies/companies? If yes, please define the duties requiring contacts and how often.

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**6. Supervision:** Does this position have supervisory responsibilities?  Yes  No  
If there is responsibility for the work of others but no direct supervision, please explain below.

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**7. Decision Making:** Explain the decisions the person in this position will be making while performing their regular job duties.

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What would be the probable result of making a poor judgment(s) or improper action(s)?

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