

Enter Church Name Here.
Enter Name of Job Description Here.

Job Title: Enter job title here.

Reports To: Enter name of supervisor, etc. here.

Position Status: Enter full-time, part-time, etc. here.

Job Summary:

Enter a brief narrative (4-5 sentences) containing information on just the essential job duties, specific skills or licenses needed, special equipment used for this position and physical abilities needed to perform the job. This might also include information about interactions with other employees as well as the kind of customers or suppliers with whom the employee might deal.

Job Responsibilities:

Enter what the person will do. State the major job tasks and if necessary the subtasks that are essential for the job position. If you prefer, you can indicate the amount of time that the person may devote to each of the major tasks.

The list normally starts with the most important task or the one which the employee will devote the largest share of his or her time. A task is what the person in the job will actually do. Examples:

Keeps the books: Enters revenue and expense transactions and prepares income statements, balance sheets, and projected cash flows.

Keeps machinery in good working order: Conducts regular inspections of farm equipment, makes needed repairs, and provides advice on replacement of machinery.

Job Qualifications:

Enter the knowledge, skills, abilities and other characteristics that the person must have to perform the job duties. Knowledge is factual information that is necessary for successfully performing a task. A skill is a person's level of proficiency at performing a particular task. Ability refers to a more general enduring capability that a person possesses. Characteristics could be personality traits such as one's motivation, persistence, work ethic or willingness to be a team player. Licenses or certifications are often given to people who have demonstrated particular levels of knowledge or skills and this would be the best place to indicate these requirements.

Supervision:

Enter how this position is supervised by indicating to whom the person in this position will report to.

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Working Conditions: (Optional)

Enter an idea of the person’s hours of work and overtime requirements, how much work is performed inside and outside, and the type of equipment and machinery expected to be used. Let them know if the job is fast-paced with daily deadlines or is there a more relaxed environment. Also, include the working relationship expected with other employees such as if the position is part of a broader team such as a sales team. You might also let them know if their position requires working at night or holidays.

Salary and Benefits: (Optional)

Enter what you feel the job is worth to your business if you’re filling new position. Setting a salary or other rate of compensation is a delicate process. Using terms such as “starting salary” implies that employees will obtain raises as they acquire time on the job. The statement “salary is negotiable” without giving a pay range may waste the time of both the employer and the applicant if their wage expectations differ considerably.

Some employers don’t like to advertise that a starting salary is negotiable because they feel doing so may encourage applicants to ask for higher wages. On the other hand, if the starting salary is negotiable you have the flexibility to adjust the pay to the qualifications of the applicant. Many job descriptions advertise “salary commensurate with qualifications”.

The salary and benefits section should detail information about benefits such as paid vacation, sick leave, health insurance coverage, and retirement programs. Any special benefits provided should also be noted. Example: Housing is often provided to farm employees. The location and condition of any housing provided should be described. Other benefits might include opportunities to participate in additional training once they’re hired for licenses or general skill improvement.

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

Signature

Date

Revised: _____