

Job Description Template

Vanderbloemen Search Group: www.vanderbloemen.com

Writing job descriptions is hard. Writing them for ministry is even harder. Where do you start? What will attract the best candidates?

We've taken the guesswork out of crafting great job descriptions. Our team created this job description template just for you. Feel free to use and modify it to fit your church or ministry's unique needs.

Part 1

Tell the story of your church/ministry in two to three paragraphs. This part of the job description is reusable and can be cycled into future job specifications. Information you should add to this section includes:

- When was the church/ministry started?
- Who started it?
- Why was it started?
- What is your mission statement and values?
- What have you accomplished since you began?
- What is your vision and the desired future for the church/ministry?

Part 2

Talk about the position itself. This part of the job description could be two to four paragraphs long. Information you should add to this section includes:

- What is the title and overall vision for the role?
- What are the day-to-day duties of this position?
- Whom do they report to, and who reports to them?
- What are their weekend priorities?
- Are they responsible for training/leading any volunteer teams?

Part 3

Talk about the qualifications for the role. If this hire is replacing a previous staff member, don't include what you used to have; talk about what you are looking for. Differentiate between what qualifications are preferred and what are required. This section should be one to two paragraphs. Information you should add to this section includes:

- What kind of education does an ideal candidate for this role have?
- Does this person need to have ministry experience? How much?
- Does this person need to have led a staff or volunteer team before? How big?
- What type of communicator do you need in this role?
- What are the ideal candidate's strengths?

Part 4

Talk about your community and anything about your location that would attract a high-capacity candidate. Information you should add to this one to two paragraph section includes:

- Where are you located?
- If you aren't in a major metropolitan area, are you near one?
- What makes your community unique? What is it known for?
- What are the area's major attractions (sports teams, theatres, museums, parks, recreational)?
- What are the demographics of your community?
- How are the schools?
- Why else would someone want to live there?

Vanderbloemen Search Group is a pastor search firm that helps churches and faith-based organizations find great staff. If you are interested in conducting a compensation analysis for your church, consulting about your staffing or church development, or hiring us to find your next team member, contact us at info@vanderbloemen.com.