

Ministry Position Description

Title:

Purpose of position/task:

Tasks, Responsibilities: (list tasks; star the three most important)

Reporting relationship: (to whom? how? how frequently?)

Liaison required with: (whom? how? how frequently?)

Population Served:

Financial control/responsibility:

Time required:

Term of office:

Skills/Gifts/Qualities required:

Orientation/training provided:

Other available resources:

Benefits to the person holding job:

Benefits to parish:

Risk Assessment: