

_____ (Ministry/Job Title)

MINISTRY OPPORTUNITY

IMPORTANCE TO CHURCH

The Mission of _____ (Name of Ministry) is to (insert Mission statement for your ministry area) _____

BENEFIT TO PERSON SERVING

- Use of spiritual gifts in service to God and the Body of Christ at _____ (insert church/faith organization name).
- Be a part of making _____ (organization name) a more _____ (insert adjectives that pertain to this way of serving) place.
- Fellowship and ministry with other like-minded believers.
- See God at work in and through you and _____ (insert Ministry name).
- (Add any other benefits).

RESPONSIBILITIES

- (List any and all responsibilities—Participate? Coordinate? Organize? Plan? Etc.)
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TIME COMMITMENT

- (Be specific here—is this daily/weekly/monthly/quarterly? How many hours total?)
- (Also—is it location-specific or can it be done from home? From anywhere?)

SKILLS/KNOWLEDGE/EXPERIENCE

- (List the primary skills, knowledge, and experience require for the position.)
- (Add skills, knowledge, experience desired, but perhaps not required.)
- *Desired spiritual gifts for this position:* _____ (list gifts).
- (Does this person need to be a member of your church/organization—list that here).
- (Does this person need to complete training, classes, certifications, background checks, etc.?)

RESOURCES/TRAINING/ACCOUNTABILITY

- Support from _____ (List staff and ministry leaders who will provide support for this person).
- Training and resources for particular ministry area provided. (You may wish to be more specific here).

SELECTION PROCESS

- (Is this position one where anyone can sign up or by invitation only? Be clear. If it is by invitation, list who does the inviting—a Pastor, a Director, another team member?)

POSITIONS AVAILABLE

- (Are you looking for 2 people or 20 people?)

RESPONSIBLE TO

- (List the name and title of the person to whom this volunteer will be responsible.)

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TIME COMMITMENT

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SKILLS/KNOWLEDGE/EXPERIENCE

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RESOURCES/TRAINING/ACCOUNTABILITY

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SELECTION PROCESS

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POSITIONS AVAILABLE

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RESPONSIBLE TO

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