

## Why Clear Job Descriptions Serve the Church (Adapted)

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...[A]ssuming you're convinced of its value, what are some critical pieces of a good job description?

### **Job Title**

A good job description should have a clear title.

### **Job Profile**

The job profile details the specific characteristics that best complement the particular tasks and responsibilities for the job. All job descriptions should have a brief description summarizing the ideal profile for the position.

The ideal job description highlights the importance of “the 4 Cs”:

- **Character** – character is king. Bad character can be a team killer; good character, on the other hand, strengthens everyone around.
- **Competence** – do they have the skills and competencies necessary to do the job?
- **Communication** – are they able to communicate well with staff, members, and visitors?
- **Compatibility/Culture** – do they fit into the culture of your church staff/membership?

### **Job Qualifications**

This could complement or serve as the job profile. It provides specific qualifications and skills that are necessary for the job (e.g., communication, experience, relational, technical, travel, spiritual).

### **Relationships (i.e., clear staff structures)**

The job description should clearly state whom the employee reports to, whom he/she works with, and, if applicable, who reports to him/her. This should parallel the org chart.

### **Hours**

This details the specific daily and weekly hours required for the job (e.g., 40–50 hours/week. Traditionally, Monday–Friday, 8:30-5:30 pm, and other times as needed).

### **Rationale**

This briefly explains the big-picture/purpose behind the specific role, highlighting its strategic relationship and value-add to the church's mission and ministry. This may complement or be a part of the job profile.

### **Responsibilities**

This breaks out in summary form the major categories/areas of responsibilities of the job.

### **Departure Notice**

This explicitly explains the terms for notice and departure if the employee intends to leave the position.

### **The Actual, Detailed Job Description – Specific Tasks & Responsibilities**

This is by far the largest section of the job description. It takes the major responsibilities and spells out the specific expectations and individual tasks for the job. Depending on the nature of the role, you can use this section to explain the tools and processes to do each task. It's also generally helpful to include a note for each task that states the expected number of hours it should take.

In conclusion, remember that the job description is simply a tool to build up, encourage, and serve the whole staff and church. Therefore, while the core elements and responsibilities will stay the same in most roles, a good job description is a living document that you should review and revise regularly as the role innovates, grows, and changes.