

[CHURCH NAME]

JOB TITLE:

JOB DESCRIPTION (in one sentence)

WORKING RELATIONSHIPS

Accountable To:

Will have oversight of: (staff, teams, etc)

PRIMARY RESPONSIBILITIES (These should take up 80% of working hours)

- 1.
- 2.
- 3.
- 4.
- 5.

SECONDARY RESPONSIBILITIES (occasional in nature an take 20% or less of working hours)

- 1.
- 2.
- 3.
- 4.
- 5.

Your signature indicates that you have reviewed this Job Description and agree with its contents. I understand that as the church's needs change, my job description may change.

(Signature) (Date)

(Signature of Lead Elder) (Date)