



Better Job Descriptions

Thanks to the good work of Susan Beaumont, *Inside the Large Congregation*, we can suggest the following as a guide to job descriptions for staff, including volunteer staff, of any size congregation.

1. **Essential functions of the position:** The essential functions of a position are the central tasks that must be completed by the employee in the day to day execution of their job. Essential functions are the duties inherent to the position. They describe “what” the employee is expected to do to meet basic task oriented expectations.
2. **Core Competencies of the position:** Core competencies describe your expectations about the basic character attributes, skills and abilities of the person who is doing the job. Competencies describe “how” your employees should conduct themselves as they execute their responsibilities.
3. **Goals of the position:** Goals address the growing edge of a position. They should provide the employee with direction about how to focus their energy, encouraging the employee to grow their area of ministry in defined and targeted ways. Goals should changes from year to year to reflect the evolving strategic priorities of the congregation.

We also recommend annual job reviews. Check out the free **10 Minute Toolbox** from December 2014 for more information.

LEAD’s Coaches are equipped to assist your congregation in developing a staffing plan and setting up systems to supervise and grow your ministry team.