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**Job Descriptions for your Ministry
*by Kris Swiatocho***

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**I have prepared this article as a guideline to help you write job descriptions for your ministry team. These are not all the jobs a leadership team might have or the only descriptions of those jobs. Feel free to customize the information that follows.**

**WE NEED TO KNOW OUR JOBS:**

Whether you are starting, evaluating, or starting over, we all need to know what our jobs are, what is expected, and how to do them well.

We need to know who we report to, how long the job lasts, the resources we will need, etc. When we don’t have a job description, we have no way of knowing what is expected of us, what we need to do, and how to do it, much less teach the next person that might take our places *(or be used in another part of the ministry/church)*. Our ministry teams need to include people who know what they are supposed to do, with enough flexibility where our areas might cross over but with a definition, so the work gets done.

**HOW TO GIVE OUT:**

Use this handout as a base to start. Cut and paste the description, make changes, and add timelines, resources, contact names, etc., for each person on your team and/or for future positions you need to fill. Please know that some of the jobs may not get filled at the start. Some team members may have to do double duty until God brings more team members.

Next, give your team members the base job description to edit to fit into the actual job they do or hope to do. This creates ownership resulting in a team working better together. As time passes, allow your team to adjust their jobs while encouraging them to build their teams.

*For example, at the start, Suzie Q is the prayer leader. She edits her job description, where she organizes all the prayers for your weekly Bible study. She collects the prayer request and then prays over the study. As time goes on, she realizes she needs a team to help her pray through the requests as they get longer and longer each week. She starts to pray and asks others to join her team. She also notices she needs to follow up on some of the requests due to their nature. She also realizes they are starting to do events that need prayer. Lastly, she decides it would be good to let her church know of their prayer needs as a ministry. She starts to attend the church's weekly prayer gatherings. ON THE FLIP SIDE, Suzie Q continues to pray for the weekly prayer request but shares the lead with another person who opens and closes in prayer. This allows her time to help with another area of the ministry, such as teaching, bringing food, and/or greeting.*

**VALUE OF A JOB DESCRIPTION:**

Many people are tempted to skip this step; sometimes, it can seem like a waste of time sitting down and writing out a list of responsibilities and expectations for each position on your ministry team. You will find, in time, that spending the time up front to define the job is a "win-win" proposition for everyone involved.

· Allows you to accurately assess the performance of individuals and make specific suggestions for improvement.

· Helps you assign job responsibilities more equitably (if one role has too many responsibilities, you might break it into two parts or reassign some duties to another existing position).

· Helps you measure which areas of your ministry bear fruit and which don't.

**How a Job Description Helps Your Volunteer/Staffer**

· Gives your volunteers/staffers a clear understanding of what is expected of them.

· Facilitates personal assessment of performance so that volunteers/staffers can continually improve on their own.

· Limits misunderstandings and breakdowns in communication.

· Helps prevent volunteers/staffers from burning out since responsibilities can be equitably distributed.

**Everyone in a ministry should be expected to:**

· Agree in writing by a contract or email of serving in a position.

· Commit to attending leadership meetings (where they also get some training)

· Commit to being a greeter; help in follow-up (at all events/classes/small groups)

· Commit to discipleship (growing the next leaders/volunteers/Christians)

· Keep an open line of communication between everyone (prevent gossip)

· Be teachable, available, and faithful (F.A.T.S.) with a servant's heart.

· Create boundaries for yourself and the ministry (protecting God’s investment)

· Commitment to pray for the ministry (its direction, its members, its leaders)

· Eyes and ears for ministry (always be looking for ways of improvement)

· Get to know the staff, volunteers, and other teachers of your church or ministry (the more we know about each other, the better we communicate the needs we have)

**Leadership Positions at a Glance**

Having outlined what all volunteers are expected to do, here's an overview of the specific job descriptions we'll cover in this article:

Note: Each church/ministry is different. This is only a guideline of suggestion.

**Primary Leadership Positions:**

· Leadership Co-chairs
Note: Some ministries might have a core group that leads. Jesus had himself, Peter, James, and John. The core might make all the primary decisions for the ministry, leaving everything else to the team. This is up to you in how you structure it. The key is to be aware that life happens, so you always need to look for their replacements.

· Director of Marketing

· Prayer Coordinator

· Teaching Director

· Outreach Coordinator

· Inreach Coordinator

· Director of Care Groups

· Director of Administration/Communication

· Single-Parent Family, Grief, Divorce Recovery, Addictions Ministry Leader

**Secondary Leadership Positions:**

· Facilities Coordinator

· Greeter Team Leader

· Small Group Leader

· Follow-Up Visitation Coordinator

· Graphic Artist

· Social media

· Admin; sends emails and other documentation

· Photographer

· Hospitality Team Leader

· Treasurer

· Special Events Coordinator

· Technical Arts Coordinator (music, PowerPoint)

**Getting Started**

It's important to put people to work as soon as possible—even if that means asking them to take out the trash, set up for Sunday School/small groups, make phone calls, or pouring punch. The sooner people get involved, the sooner they become owners in the work God is doing, and the sooner they understand that it's not about them—it's about God. For individuals you don't know well, start with small jobs with no major spiritual influence on others until you can discern their walk with God. Sometimes I refer to these roles as “Voluntold’s.” It simply means I ask them at one of our gatherings to help do something to see what they do or don’t do. If they are willing to help immediately, it tells me I might have someone who would help regularly. I might have someone who could become a volunteer and eventually a leader.

Remember, pray about who God wants on your team; remember that Christ chose his disciples, not the other way around.

Note: The number 1 reason ministries fail is the lack of consistent prayer. The number 2 reason is the lack of building leadership.

Note: Post these job descriptions on a private page on your website, Facebook, or other social media so they can access them. You can also print and have your team sign them to acknowledge ownership. Some leadership teams will have them co-sign their job descriptions. It doesn’t matter as long as everyone is on the same page. Posting the job descriptions allows each team member to see who is in charge and what their responsibilities are. This way, they don’t expect what is beyond what is listed, helping in communication.

**PRIMARY LEADERSHIP POSITIONS**

Some of these positions could be combined, broken apart, or deleted as you see fit.

**Leadership Co-Chairs**

It's a good idea to have the co-chair/co-leadership positions reflect the overall demographics of the single adult ministry you have—or would like to build. For example, perhaps your current ministry is almost exclusively of never-marrieds; if you aim to attract divorced adults and single parents, you need to develop your leadership team to include divorced adults and single parents. Likewise, if you are a women’s or men’s ministry and want to reach all ages, your leadership team must also be all ages.

**You want to have co-chairs (as opposed to one person) for a number of reasons:**

· To provide encouragement, support, and accountability for one another.

· To balance the workload.

· To complement each other with respect to spiritual giftedness.

· So that your team reflects different backgrounds and experiences (e.g., age, marital status, church background/history). With a diverse group, you're able to relate better to the variety of people your ministry serves.

· To provide a healthy balance for both men and women. This is important so that:

-Men can mentor men, and women can mentor women. Remember, it's always wise to have same-sex friendships when it comes to one-on-one discipleship relationships.

-You can build a ministry that attracts both men and women. (In our experience, we've found that ministries led by men or by men/women teams attract both men and women; however, ministries led by women tend to attract only women.)

Note: We have proven statistically that you will only grow women if your ministry is led by a woman (or women). Be sure to find a male co-leader to help lead. Be sure to allow him to be the more visible part of the leadership team to help attract other males. Sometimes when we are starting singles ministries, we have to ask married folks to help. We can ask them to help for a limited time to reach men for our ministries.

**Your Leadership Co-Chairs will:**

· Oversee the entire ministry.

· Hold each leader accountable.

· Communicate to the pastor/pastors and other leaders. Note: The more the church knows who you are and about, the more likely they will not only support your ministry but also pour into it.

· Make decisions in conjunction with others on the church staff.

· Meet regularly with the pastor/or those over you.

· Stay connected with other co-chairs weekly through phone calls, visits, email, Facebook, and prayer.

· Fill in for other leaders as needed.

· Oversee Sunday School/small group/ministry structure.

· Conduct and lead regular leadership meetings.

· Train each leader of their core group.

· Build/grow the rest of the team.

· Disciple the team members so that those members can, in turn, disciple their teams.

· Seek out training opportunities regularly.

· Develop the ministry's goals, mission, and vision (with the team's assistance if needed).

· Delegate responsibilities out, especially in areas that don't have a designated leader.

· Decide the direction/purpose of the ministry and the kinds of ministry needed.

· Keep the vision in front of the team.

· Develop a conflict resolution procedure and handle any issues or problems. (see www.TheSinglesNetwork.org under tools and then basic for this free document). Be sure to teach it.

· Evaluate the leadership team and ministry often.

· Network with the community and with other churches.

· Network within the church to create awareness of the ministry

· Keep resources available for use by all.

**Director of Marketing**

It’s essential to design a plan to market your ministry or church. An excellent marketing effort gets information out and is appealing enough to get people to come. Your goal in marketing should be to develop an image that is consistent throughout all your marketing materials (your logo, your ministry name, any direct mail/brochure pieces you may distribute, your newsletter if you have one, and your website if you have one), Facebook page, meetup.com page, etc. Consistency shows professionalism and confidence in your ministry.

***Your Director of Marketing will:***

· Come up with a name for your ministry and/or tagline.

· Develop a logo, a brochure, and a business card for the ministry.

· Develop and/or maintain a website, and social media pages (or work with the person who does), keeping it up to date.

· Create the direction for the marketing of the ministry as needed.

· Develop any marketing materials

· Work with your church in its marketing efforts.

· Ensure that marketing materials are easily accessible to other leadership team members.

· Create a plan for information distribution. For example, as events are planned, you make sure other volunteers/staffers know when you need details about that event (date, time, etc.). Then you are responsible for routing that information to the appropriate person(s) in enough time for the event to be publicized appropriately (email your database, add it to the website, etc.).

· Distribute information about events held by other ministries/churches that anyone can attend.

· Develop a database of local and national outlets (Ex: radio, TV, newspapers, websites, and social media).

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

**Prayer Coordinator**

Your Prayer Coordinator is the most critical position to fill and keep filled. That's a bold statement, but it couldn't be more true! How will you know the direction of your ministry without prayer and communication with God? How will you trust that the needs of your ministry and the people you serve will be met? In short, if you leave out prayer, your ministry will die.

***Your Prayer Coordinator will:***

· Develop your ministry's overall prayer strategy. Remember that prioritizing prayer means that prayer should be scheduled weekly consistently.

· Work with your church's prayer ministry to update them on the ministry's prayer needs.

· Organize a weekly prayer time before Sunday School/small group (or whenever the bulk of your ministry members meet) and maintain a prayer journal for that prayer group. Remember, without recording your prayers, you will never observe the praises. Also, recording the prayers/praises allows others at your church to see what God is doing in your ministry. For example, you can show how you prayed for a teacher or prayed for outreach success and then show what God has done.

· Develop a workflow for emailing (or distributing) prayer requests to Sunday School/small group/ministry members. And church leadership.

· Organize prayer team for special events as needed. This may include having a "testimony team" or a group of people who will pray for your event in advance, attend the event (to pray, counsel, etc.), and help follow up with people after the event.

· Help people learn how to pray out loud.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

**Teaching Director**

Choose your Teaching Director carefully and with much prayer. This person will directly influence individuals in your ministry through their teaching. You should look outside your ministry since some teachers may not have a calling for your specific ministry but, instead, have a calling to teach. Ensure that your Teaching Director makes an effort to minister to those in your group. Note: For singles ministry, the Teaching Director can be a married person as long as you both understand their role in your ministry. There have been many amazing married adults who love singles and feel called to teach them.

***Your Teaching Director will:***

· Develop a teaching ministry by recruiting and training teachers from within the church. These teachers can lead Sunday School, small groups, retreats, or other special events.

· Work with the church to bring in other speakers and teachers that might substitute or be a special speaker

· Communicate with the Facilities Coordinator about any classroom preparations that are needed.

· Communicate with outside speakers and all Sunday School/small group teachers to approve materials they plan to cover.

· Sit in on classes when new teachers teach, take notes, and follow up with them to help them grow.

· Work with Leadership Co-Chairs to approve new teachers and outside speakers.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

Note: You must ensure your teachers align spiritually with you and your church/ministry.

**Outreach Coordinator**

As Christians, each of us is responsible for reaching out and serving others. The Outreach Coordinator is tasked with deciding the overall goals and direction of your ministry's outreach efforts. For example, effective outreach can happen through service projects, mission trips, fund-raising events, and small group Bible studies. In short, outreach is an effort to reach the lost, hurting, or needy; it is a very broad area of ministry and can include everything from:

· Reaching out to others, whether saved or lost

· Serving people in your church

· Connecting with your local community

· Sending people or resources to another city, state, or country

***Your Outreach Coordinator will:***

· Develop the overall structure of your ministry's outreach efforts.

· Network with other churches and community groups that have existing outreach programs.

· Develop an outreach team based on your goals. For example, the team you build to pass out bottled water at a local park may be an entirely different team than the one you build to help fix a roof for a single mother.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

**Inreach Coordinator**

Too many ministries hastily organize outreach events while failing to build a team, lay a solid foundation, and create an internal structure. Taking the time to build your team and relationships among team members is the best way to ensure that, when you start to reach out, people you attract through inreach efforts will want to stay and be a part of your ministry. Note: Nehemiah gives us a great example of building the team.

The Inreach Coordinator is tasked with developing relationships among the individuals involved in your ministry. Inreach includes small groups, care groups, training, and follow-up visitation. Like outreach, you may put one person over this entire area or break it down into smaller areas. And remember, outreach, done right, can take some time.

***Your Inreach Coordinator will:***

· Develop the overall structure of your ministry's inreach efforts.

· Develop an inreach team based on your goals. For example, the team you build to oversee care groups may be an entirely different team than the one you build to manage follow-up visitation.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

**Director of Care Groups**

The person assigned to be your ministry's Director of Care Groups has a very important role since the main goal of any ministry's care group is to connect people with each other in such a way that no one "falls through the cracks." Ideally, every member of your ministry would get plugged into a care group of five or fewer people, each led by a qualified care group leader. The Director of Care Groups is primarily responsible for organizing and managing these groups and working closely with all care group leaders.

***Your Director of Care Groups will:***

· Recruit new care group leaders (since current leaders may rotate, leave, or transfer to another group).

· Ensure that people new to your ministry are immediately placed in a care group.

· Ensure that care group leaders are doing their jobs. Care group leaders should:

 -Make contact with each care group member weekly (Ex: Call, email, Facebook, send a card).

 -Find a substitute if they can't lead a meeting.

 -Be willing to transfer a member of the care group if necessary.

 -Pray for and with their care group regularly.

 -Report concerns, problems, or dire prayer requests to the Director of Care Groups.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

Note: This person’s role is also needed when you offer Bible study.

**Director of Administration/Communication**

The Director of Administration/Communication has the important task of keeping the whole ministry connected. Through emails, phone calls, face-to-face, Facebook, and other administrative jobs, this leader ensures that all other areas of leadership are working in harmony with one another.

***Your Director of Administration/Communication will:***

· Maintain a database of all members (distribute as needed).

Note: This can sometimes be tricky because some people will not want their info distributed to anyone. You might be able to list names and email addresses for the public while maintaining personal information for leaders only. To grow and connect, we need each other’s information.

So, encourage leaders to share their personal information while encouraging folks to share with those in their small groups/care groups, etc.

· Distribute a weekly email newsletter. This newsletter should include the following:

 -A recap of Sunday School/small group/ministry highlights from the previous week or event

 -Members in attendance at the previous week's event

 -Blog highlight or article; web links to resources

 -Reference to other church events/involvement

 -Prayer requests.

 -Upcoming events.

· Raise awareness among people involved in your ministry about opportunities to serve and get involved.

· Develop a communication workflow and structure (Ex: how people should email information, when and how updates will be distributed)

· Print out and post a list of the ministry's Primary and Secondary Leaders to post in the room where Sunday School/small group/ministry is held.

· Order and keep supplies up to date.

· Maintain a list of resources for people, such as books/handouts, and/or websites.

· Network with other churches and community groups with single adult outreach ministries.

· Distribute info about events held by other ministries/churches that your single adults can attend.

· Send follow-up emails to guests and new members. Communicate with others who may also be doing

this so that you are all on the same page.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

**Single-Parent Family Ministry Leader**

The Single-Parent Family Ministry Leader is influential because the entire structure of the single-parent ministry is their responsibility. Think about it: Every single-parent family in your church will fall under

the care of this leader. The key to this role is compassion and patience.

Note: This area of ministry could be a stand-alone ministry. I have some great resources at [www.TheSinglesNetwork.org](http://www.TheSinglesNetwork.org)

***Your Single-Parent Family Ministry Leader will:***

· Meet the needs of the various single parents at your church.

· Work with your church's children/youth department to use existing resources and ideas.

· Work with DivorceCare and DivorceCare for Kids (if small groups are conducted at your church).

· Develop a leadership team. This subset of single adult ministry has a life of its own, and you'll need a lot of help; a well-developed team to help you is essential. We also suggest that you spend time upfront researching sites like SingleandParenting.com and DC4K.org. Be sure to go to our website at www.TheSinglesNetwork.org and search under websites to see the large list of amazing ministries and speakers geared towards single parents.

· Communicate with Leadership Co-Chairs about needed budget, resources, and tools.

· Pray for your Leadership Co-Chairs and church leadership regularly.

· Work with Leadership Co-Chairs for long-term planning of ministry.

**SECONDARY LEADERSHIP POSITIONS**

The following areas of service could be called "sub-leadership" since these responsibilities can be filled by someone already serving in a Primary Leadership role. Note: We never encourage someone to have two major leadership areas. We do encourage people to serve on multiple teams. For example, if you are serving in a leadership role as the teacher but would also like to help greet for an event or on the greeter team but would also like to help coordinate a mission trip, etc. These sub-leadership areas could simply be called volunteers or extended councils. Again, you edit to fit your team best.

**Facilities Coordinator**

*Your Facilities Coordinator will:*

· Work with Leadership Co-Chairs to plan future events.

· Set up and break down for each Sunday School/small group session and other ministry events.

· Set up the podium and any other items speakers may need.

· Stock Sunday School/small group room with supplies.

· Turn off lights and lock up after ministry events.

· Clean rooms after events.

· Control temperature or odor if necessary.

· Empty trash.

**Greeter Team Leader**

*Your Greeter Team Leader will:*

· Develop overall greeter ministry, ensuring guests feel welcome—from the parking lot to the pew to your classroom.

· Develop a leadership team of greeters for Sunday School/small groups and other ministry events.

· Serve on the main greeter team for the church, learning the basic elements of greeting, helping to coordinate communication with the main church greeters/welcome team, etc., to your ministry, etc.

· Continuously train new greeters.

· Work with other key leaders to coordinate follow-up with guests and other attendees.

**Small-Group Leader**

*Assuming that your church doesn't already staff a similar position, your Small Group Leader will:*

· Develop a small group ministry that includes life stages, raising kids, drawing closer to God, divorce recovery, grief, relationships, discipleship, single parenting, and prayer.

· Train new small group leaders.

· Work with the church in relation to their small group ministry.

· Communicate with the Leadership Co-Chairs about how small groups can further the ministry's goals.

· Work with the Director of Marketing to raise church and community awareness about small group offerings and availabilities.

· Make childcare available at as many events as possible.

· Work with the Director of Teaching to develop teachers for your small group ministry.

**Follow-Up Visitation Coordinator**

*Your Follow-Up Visitation Coordinator will:*

Note: Sometimes, this is the greeter leaders' role and the Inreach Director's.

· Develop a strategy and methodology for following up with:

-Sunday School/small group/event guest.

-Attendees of your church are single adults who don’t visit your classes/ministry.

-Individuals that attended an event hosted by your ministry.

· Be consistent in following up, evaluating, and making changes.

· Communicate with all key and secondary leaders working, who you are following up on, etc., so that all leaders know who our guests are and how to pray.

**Creative Arts Coordinator:**

*Your Creative Coordinator will:*

· Design the interior of the Sunday School/small group room or another meeting place (Ex: paint, furniture, curtains, shelving).

· Create a bulletin board, signage, and/or memory scrapbook for your ministry. This position could be combined with your marketing leader/social media Coordinator with today's social media.

· Work with the Director of Marketing for all marketing materials.

· Keep Facebook and other websites that have your information up to date.

· Design a T-shirt or other graphic items such as cups, pens, etc.

**Photographer**

*Your Photographer will:*

· Take pictures at all ministry events.

· Maintain a database of pictures, including dates, names, and places.

· Make images available to all members on social media.

Note: Not everyone in your ministry will want or like their pictures. Develop a plan for dealing with this.

**Hospitality Team Leader**

*Your Hospitality Team Leader will:*

· Develop overall hospitality ministry, ensuring members are provided with a comfortable, welcoming environment (Ex: food, beverages, decorations).

· Develop a leadership team of hospitality workers for Sunday School and other ministry events.

· Prepare and clean the room before Sunday School/small group/ministry sessions.

**Treasurer**

*Your Treasurer will:*

· Keep up with the budget and funds for your single adult ministry.

· Work with church staff and Leadership Co-Chairs on budget and funding issues.

· Create a system for distributing funds and receiving receipts.

· Keep records up to date at all times.

**Special Events Coordinator**

*If you plan to host a significant event (such as a retreat, concert, or fundraiser), it's a good idea to have a Special Events Coordinator who will:*

· Be in charge of the special event—from concept to completion.

· Assemble a team of volunteers to help accomplish the goals of the special event.

· Delegate responsibly to all-volunteer helps.

· Coordinate with church staff and Leadership Co-Chairs on all aspects of the special event.

Note: Our site offers free “How to Lead a Retreat/Conference” material.

**Technical Arts Coordinator**

*Your Technical Arts Coordinator will:*

• Be in charge of all audio/visual requirements for ministry events (Ex: PowerPoint slides, speakers/bands, music).

· Work with Facilities Director regarding speaker needs.

***This is how we know what love is: Jesus Christ laid down his life for us. And we ought to lay down our lives for our brothers and sisters.*** [***1 John 3:16***](https://www.biblegateway.com/passage/?version=NIV&search=1%20John%203:16)[***NIV***](https://www.biblegateway.com/versions/index.php?action=getVersionInfo&vid=31)

# *“If you fail to plan, you are planning to fail!” Benjamin Franklin …*so plan in your single adult ministry, plan by adding job descriptions, plan by giving your team what you expect for them to do, allowing better communication, a better flow, a better team with a ton of fruit that comes.

So that is it; again, you may have more ideas, variations of existing roles, or roles we have not thought about. We welcome your input, so email us at swiatocho@gmail.com to add to this list, offer suggestions, etc.

Bring Kris to your city to speak at your next event. Call her at 919.434.3611.

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