

Ministry Role Description

Use this guide to help ministry leaders craft clear, mission-aligned role descriptions for volunteers.

Step 1: Start with the Ministry's Purpose

Ask:

- What is the purpose of this ministry?
- How does it help fulfill the mission and vision of the church?

Write:

"The purpose of the [Ministry Name] is to [briefly describe what the ministry does and why it exists]."

Step 2: Identify the Specific Role Title

Clearly define the name of the role within the ministry (e.g., Usher, Worship Leader, Greeter Coordinator).

Make the title specific and reflective of the actual function.

Step 3: Outline the Key Responsibilities

List the main duties expected of someone serving in this role.

Examples:

- Arrive 30 minutes before service to set up.
- Coordinate volunteer schedules.
- Greet and welcome guests.

Use bullet points and be action-oriented.

Step 4: Define Time Commitment

Clarify how much time is expected:

- Weekly? Monthly?
- Meeting attendance?
- Special event requirements?

Example:

“2 hours weekly, plus 1 monthly team meeting.”

Step 5: Note Required Skills or Spiritual Gifts

Highlight relevant skills or gifts that help someone succeed in this role:

- Hospitality
- Administration
- Leadership

- Teaching

You may refer to results from a spiritual gifts assessment.

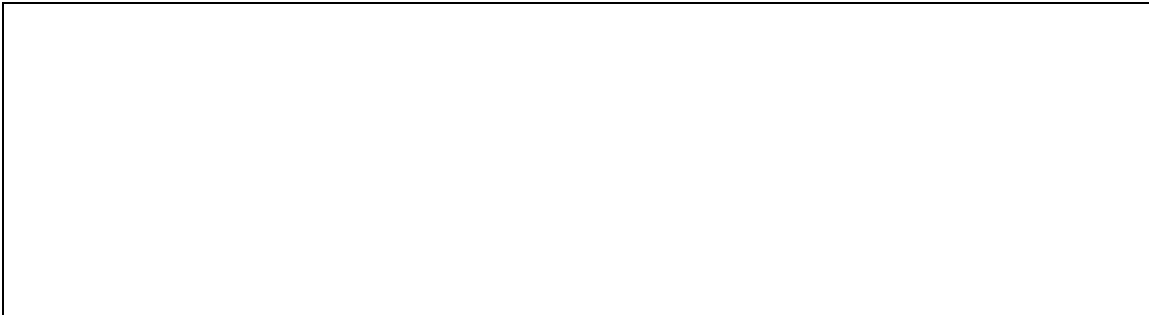


Step 6: Provide Accountability Structure

Clarify who the volunteer reports to or collaborates with.

Example:

“Reports to the Worship Director. Collaborates with platform leaders and tech team.”



Step 7: Describe Training or Support Available

Explain what kind of training or orientation the person will receive.

Example:

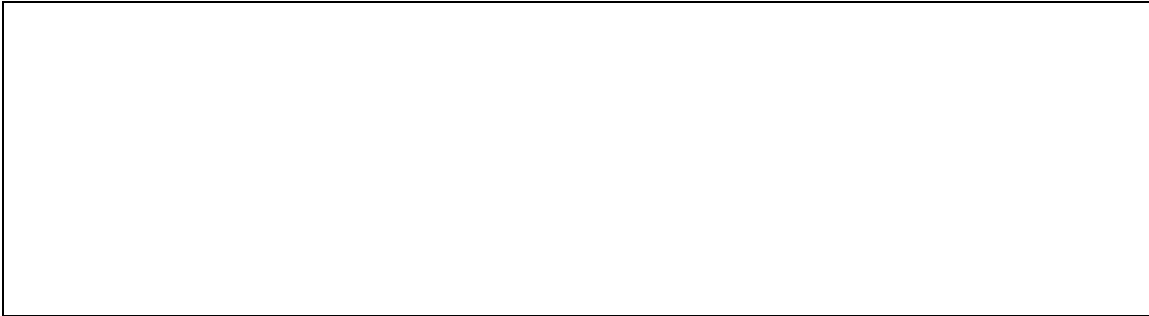
“New volunteers will shadow for 2 weeks and receive written guidelines.”



Step 8: Communicate the Term of Service

Set a clear term (e.g., 1 year, 6 months) with evaluations or check-ins.

This prevents burnout and allows opportunity for review and reassignment.

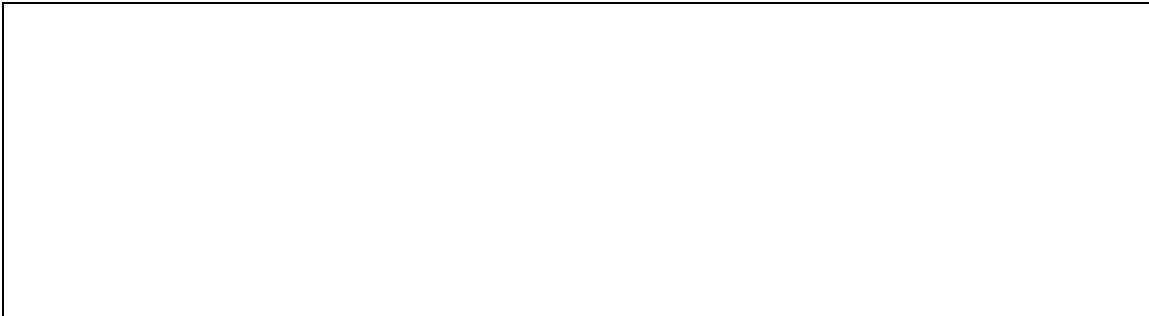


Step 9: Add a Mission Connection Statement

Include a short statement connecting the role to the larger mission of the church.

Example:

“This role supports the mission of making disciples by creating a welcoming environment where people can encounter God.”



Resources for Further Guidance

- Seventh-day Adventist Church Manual

- AdventSource (www.adventsource.org): Offers ministry descriptions and leadership materials.