

TO ALL MEMBERS IN POSITIONS OF CHURCH LEADERSHIP

Dear Ministry Leader:

Thank you for the service you are currently providing to our church family.

At the March 2022, meeting of the Church Board, it was voted that all Job Descriptions be reviewed, updated, and simplified in preparation for use by the Nominating Committee later this year. It was also voted that the person currently serving in that role be responsible to draft an appropriate revision which the Church Policy Committee will use for presentation to the Church Board for final approval.

Attached, please find copies of two documents for your use:

1. The current job description for your role, to serve as a basis for your proposed revision.
2. The format to be followed as you structure your proposal.

Please note the following explanations:

- **Specific objectives** should delineate the purpose of this role and what it should accomplish.
- Separate the **Primary** from the **Secondary** duties, so there is clarity as to what is most important. Then, for each, based on your experience, the amount of time (per week, or per month, or per quarter) needed to perform those duties well.
- If it is advisable for you to meet with your Associates from time to time, please show the frequency of such meetings and the time needed to conduct those meetings well.
- The **Reporting structure** is simply to indicate to whom, or which committee/board you are responsible.
- **Committees to attend** – a listing of such meetings you are expected to attend.
- The final sub-heading – imaginative suggestions/recommendations of ways in which this role could be made more efficient and effective.

If you are the leader of a department/service of the church whose Associates have been voted into this role via the Nominating Committee, we will need a revised Job Description for their role also. We urge that you develop this revision with significant input from them.

You should receive this letter and survey in the mail. You may fill the printed survey out and drop it by the church office or simply [click here](#) to fill the survey out online. Online is preferred!

Please submit your revision by the end of April 2022. Thank you.

Sincerely,

Milton.

P.S. Note that you can [click here](#) to find the previous version of your job description should you want it for reference. Simply find your ministry listed and download the file. Call Pastor Jeremy if you should need assistance.