**JOB DESCRIPTION**

POSITION (Title AND central/location specific)

GRACE CHURCH

**ROLE IN ONE SENTENCE: (When someone asks what you do, this is the sentence that summarizes it)**

**OWNERSHIP OF:** (In simple terms and minimal sentences what are the pieces of ministry that this position needs to own. This helps to provide clarity to the role – both for what it owns and what it does not.)

* **Example – Sentence describing it**

**UNIQUE CONTRIBUTIONS:** (What are the unique attributes that the person filling this position brings to the team, regardless of what position they are in? This section is more for paid and core staff for the purposes of leadership development. Remove for volunteer positions on teams, etc - Example given)

* Elder Team
* Oversee Haiti Partnership

**RESPONSIBILITY STRUCTURE: (w/ examples)**

REPORTS TO: Staff Lead

CIRCLE OF INFLUENCE: Lead Pastor

Staff

Creative Team

MEETINGS: Full Staff

Central Staff

\_\_\_\_\_ Check Ins

TIME EXPECTATION:

dsh 03/25/14