

Sample Job Descriptions

The three job descriptions below were obtained from congregations that gave us permission to include them here as examples. They have been modified slightly, only to remove identifying information to protect the privacy of these social workers and their congregations.

I. Minister of Missions

Reports to: Associate Pastor

Principal Function:

The minister of missions will lead the congregation to engage in missions locally, nationally and internationally, in collaboration with the Missions Committee, ministry staff and missions partners.

Responsibilities:

I. Lead the church in missions vision.

A. Foster a missions program with the congregation that is balanced between local, state, national and international mission activities.

B. Collaborate with the Missions Committee to define the scope and nature of the church's missions program.

C. In cooperation with the educational ministry staff, develop and maintain missions education programs that reach all age groups within the congregation.

D. Communicate with the congregation and the community about missions programs.

E. Demonstrate personal involvement in missions.

II. Lead the church in developing missions partnerships.

A. Establish and maintain missions-networking relationships with the denomination and local mission/ministry organizations.

B. Relate constructively to all of the church's local missions partners, assessing needs, connecting volunteers and channeling resources.

C. Coordinate with and support the work of other staff members who need assistance with age-specific missions projects.

III. Provide direct missions ministry where appropriate.

A. Direct benevolence ministry through direct service or in partnership with other providers.

B. Develop and supervise any other direct missions ministry in which the church chooses to engage.

IV. Lead in pastoral care to adults and their families.

A. Provide counseling to adults and their families, as well as others in the community, as needed.

B. Assist the rest of the pastoral staff in overall pastoral care of the church, including hospital visitation.

V. Participate in Pathways to Ministry leadership.

A. Collaborate with the Pathways to Ministry program encouraging all Christians to consider the call to vocational Christian ministry and to serve as encouragers and supporters of those called to vocational ministry.

B. Support the Pathways to Ministry program as requested through residency rotations and coordination.

VI. Participate in overall ministry.

A. Develop rapport with members of the congregation to encourage their spiritual development and the vitality of the church.

B. Provide leadership to assigned church committees and ministry groups, especially as liaison to the Missions Committee.

C. Be actively involved in the community, building relationships with both members and non-members to extend our witness.

D. Be actively connected to the larger Baptist and Christian world through participation in denominational events, as well as interdenominational and interfaith interactions.

II. Director of Community Ministries

Reports to: National Organization's Director

Principal Function:

The Director of Community Ministries will lead the congregation's community ministry teams by developing, implementing, and integrating a plan to develop community ministries between the local church and the national organization.

Responsibilities:

I. Congregation

- A. Works successfully as part of a team and is responsible for developing and then maintaining strong working relationships with co-workers.
- B. Establishes, supervises, and maintains positive relationships with the congregation's staff and volunteers, organizational leaders and agencies.
- C. Provides leadership and is responsible for designated congregational community ministry teams.
- D. Promotes the development of community ministries in the congregation's geographic community as determined by needs, available resources, and church leadership and volunteers.
- E. Provides intake and referral services for clients served by the local congregation when needed.
- F. Participates in appropriate city meetings and coordinates with the local congregation's city committees, which relate to designated community ministries in order to accomplish the objectives of any collaboration.
- G. Aids in the development of additional resources.
- H. Plans and leads conferences, worship services, workshops, and retreats related to pertinent issues and programs throughout the community.

II. National organization

- A. Provides planning and administrative tasks as required by the local congregation and the national organization.
- B. Assists in the local congregation's development and long range planning for collaboration initiatives.
- C. Manages the appropriate budgets to meet collaboration objectives of the local congregation and the national organization.
- D. Provides input and coordination where designated local congregation and national organization community ministries initiatives interface.
- E. Assists in recruiting, screening, training, matching, and supporting local congregation and national organization volunteers.
- F. Maintains compliance with all agency regulatory guidelines and requirements.

III. Minister of Community Transformation

Reports to: Senior Pastor

Principle Function:

Responsible for directing the church's missional efforts in the city, coordinating with local community partners, other ministry organizations, and those in need, so that the local congregation oversees the provision of compassion, evangelism, and discipleship to targeted communities in expectation that God will use the church to transform lives, give hope, and make disciples of Christ.

Responsibilities:

1. Develop a vision for a coordinated and strategic plan that enhances local missions outreach of the church.
2. Create and develop strategies designed to align with or replace existing strategies with a goal to achieve the church's vision for local missions. Strategies should have measurable outcomes and mirror the local congregation's ministry cycle.
3. Lead local mission outreach, including Jerusalem ministries in the city, Community Ministries (partnerships with organizations in the city), and Benevolence/Alms and other weekly efforts.
4. Coordinate with other local mission ministers.
5. Educate staff and members on the local congregation's vision for community transformation, strategies, and opportunities.
6. With assistance from the pulpit and Sunday school departments, recruit and equip church members for local missions, with a goal of increasing the local congregation's participation and creating a missional lifestyle in the membership.
7. Utilizing the Communications Team, raise awareness within the congregation of local mission opportunities and the resulting transformation of lives and communities through the congregation's media, including website content and promotional materials for volunteer ministry teams.
8. Engage with local governmental organizations to understand the needs of the community and to identify opportunities for local congregation involvement.
9. Plan entire day of service for the congregation.
10. Coordinate volunteer schedules and opportunities for service day.
11. Develop and use appropriate reporting procedures.
12. Prepare and manage community ministry budget under the supervision and guidance of the Missions Committee and the Minister of Missions.