

Guidelines for Developing MINISTRY Descriptions

NAME: List the name of the committee, commission, council or activity.

Example: Stewardship Committee Member

PURPOSE: In one sentence, briefly describe the purpose of the group.

Example: To foster *Stewardship as a Way of Life* throughout our parish.

RESPONSIBILITIES: Using short sentences, or bullet points, list the major responsibilities to be performed. Start each sentence with an action verb. Focus on responsibilities of the individual steward, not the overall goals or objectives of the ministry program.

Example: Participate actively in monthly committee meetings.

GIFTS/QUALIFICATIONS/SKILLS NEEDED: List the minimum qualifications, gifts, or skills required to fulfill the responsibilities of membership.

Example: Ability to work as team member.

AMOUNT OF TIME REQUIRED: Estimate the time required to complete responsibilities. Base this figure on that which would be given by the average committed parishioner. Include time spent in meetings, preparation time, and time completing individual assignments.

Example: Approximately 4 hours per month.

WHEN MINISTRY IS PERFORMED: List the times when work is done. Include such things as seasons of the year, day of month and time of day. If there is flexibility, indicate this.

Example: Monthly meetings on the first Tuesday.

LENGTH OF COMMITMENT: List the commitment duration expected by each steward. These terms may or may not be renewable. The recommitment process should be performed each year during the Time and Talent renewal period. Assigning terms allows the steward the opportunity to discontinue the ministry without conflict and use their gifts elsewhere. It also allows leadership the chance to gently move someone into another ministry better suited to his/her gifts.

Example: 3 year term

TRAINING PROVIDED: List training required and/or provided. Include workshops and in-services, reading materials, an opportunity to meet with a staff member or another volunteer minister, etc.

Example: 4 hour Diocesan-Wide Parish Stewardship Days in the Spring and the Fall, Parish Stewardship Manual & *Sharing the Ministry* Manual.

RESPONSIBLE TO: Name the position of the individual or name the group to which the steward will be primarily responsible. You may wish to indicate mutual accountability to other members too.

Example: Stewardship Chairperson and to other members of the Stewardship Committee.

SUPPORT PROVIDED: List the various ways in which the steward will receive support. This may include individual supervision, a support group, encouragement from another group, etc.

Example: Support and encouragement from Pastor, Stewardship Staff Coordinator, the Stewardship Committee Chairperson and other staff opportunities for celebration with other members of the committee.

ADDITIONAL RESOURCES: List other resources both in the parish, in the community and in the diocese from whom the steward may receive support and training.

Example: Parish Stewardship Staff of the Diocese of Rockville Centre, Stewardship Gatherings

CONTACT PERSON(S): List the name and method of reaching someone who can respond to questions about this ministry.

Example: Fred & Joan Rogers, 867-5309

EFFECTIVE DATE: List the date this position, as described above goes into or went into effect.

Example: August, 2000

REVIEWED: List the date the position description was developed and/or revised.

Example: June, 2010