

Creating Job Descriptions in the Church



DramaShare®

CREATING JOB DESCRIPTIONS

Christian Drama Job Descriptions

Job Descriptions in Christian Drama

Before we begin, YES, JOB DESCRIPTIONS ARE WORKABLE AND QUITE NECESSARY FOR VOLUNTEER CHURCH WORKERS. In fact, in some ways it is even more important for a volunteer to have a written job description than for a paid staff member. We need to be very aware that volunteers are a scarce commodity and we need to keep them as happy and productive as is possible. As is proven everyday in business, a position without an up-to-date written job description will result in employees who are unclear as to their function, authority and responsibility.

A key to a smooth running church is that we ensure that everyone knows what is expected of him and to whom he is answerable. No church worker, (staff or volunteer), should have any doubt as to his job function, guidelines and limits of authority. Suppose that a certain person believes that she has full authority for a certain Drama project. She takes the initiative to order materials for the project only to find, (after the fact), that she was expected to have prior approval from the Senior Pastor. This span of authority makes good sense, but it is essential that all parties be aware of the guidelines in advance, no surprises.

Many church leaders have a great problem with formal, written job descriptions:

- some because they don't use them, (and thereby allow all workers in the church to flounder with lack of clear cut statement as to function and authority of the job), and
- others because they use job descriptions which are vague, not up - to - date or not an accurate statement of the reality of the job and it's relationship to others in the church, (and therefore create friction, conflict and lack of productivity).

Written job descriptions, in the same way as good organizational charts, are mandatory to the smooth, harmonious operation of the church. This kind of statement sometimes brings a heated response. There seems to be a feeling that somehow church members, being in God's service, shouldn't need the types of safeguards used in the secular workplace. This kind of logic simply doesn't make sense. It is our responsibility, as workers in God's vineyards, to do all that we can to ensure and promote the harmony of the body of Christ. Leaving things to chance only encourages the conflict which is sure to result.

Every person, paid or volunteer, should have a written job description. Everyone from the Senior Pastor to the member of the Board of Elders, the Sunday School teacher to the janitor will benefit from having their function, responsibilities, priorities and relationship with others in the church formalized. This is equally true in the Drama Department.

Some job descriptions may be identical, example, all directors might have identical job descriptions.

Written job descriptions are not "cast in stone". The job description should be reviewed on a regular basis, (annually), and changes made as required. There needs to be a written account in order that everyone know the lines of authority and responsibility.

What purpose will the written Job description serve in a church?

- an important guideline in hiring and recruiting paid and volunteer staff
- a guideline for organizing staff training
- a visible contract between the worker and the church
- a method of measuring actual job performance against the plan
- for paid positions, a measuring stick to determine remuneration
- to eliminate all confusion as to job function and authority guidelines

There may be a feeling that written Job Descriptions are something that are (unfairly) imposed on the church worker. While a Job Description could be written by leadership within the church or even by an outside consultant, the Job Descriptions which are best received by the individual church worker are those written as a collaborative effort by leadership and the worker. At *DramaShare* we have examples available

for most church positions which can be adapted for individual church use, contact us via e-mail for full details.

The following are some important points to bear in mind about written Job Descriptions:

- to be useful the Job Description must be up to date
- only the more important aspects of the job should be covered in the Job Description
- the Job Description must be reviewed with the church worker at least once per year
- alterations may be necessary during year however church worker must be consulted
- church worker and supervisor must have a copy of the completed Job Description
- a Job Description is written for the position, not for the worker in that position

Sample Job Descriptions

The following is some of the information which should be included in a written Job Description.

Job Description term:

A Job Description is a contract between the worker, (paid or volunteer), and the church. Ensure that everyone is aware that the information in the document is current and in effect by setting out the term of the contract.

The Job description is, (usually), in effect for a 12 month period ending on a certain date. Note that when establishing the time frame it is wise to avoid certain busy times of the year. While it might seem to make sense to use the calendar year end of December 31, usually all members are too involved at this time. In the same way, try to avoid the summer months when holidays take many people away. As a general rule try to have the budgeting process for the coming year complete prior to working on Job Descriptions since the outcome of the budget may have an effect on positions and duties.

Job Title:

Be consistent with the title, use the same one as used in the Organizational Chart.

Responsible to:

Be extremely clear as to the person, (or in some cases persons), to whom the worker is responsible and from whom the worker takes instructions. The guideline should be, "If things go wrong or when I have a problem to whom do I go to? To whom am I responsible"? Are there any unusual or occasional situations involved, if so they must be identified here, complete with the guidelines as to when, where, under what circumstances, etc. If a relationship is not identified here, it must not exist!

Responsible for:

In the same way as above, every relationship wherein this worker is the supervisor to another individual must be identified. "Who else in the church am I responsible for?" Are there situations where the worker is the supervisor of another person only under certain circumstances? Identify!

Works closely with:

Identify those relationships which require close cooperation. Example, the Drama Ministries Coordinator will have to work very closely with the Volunteer Coordinator to set out manpower requirements.

Committee involvement:

Note the main committees or groups in which the worker will be expected to participate. Identify any special positions in these committees: chairperson, ex officio member, etc.

Qualifications:

This classification is used primarily for acquiring a worker, however it can also be used as a guideline for required upgrading for an incumbent. Indicate the levels of knowledge, skills, abilities, etc., desirable in the position.

Job Description - Worship Leader

Reports to Senior Pastor

Position carries no financial authority

Meeting weekly with a worship team - choir, ensemble, challenging, equipping, loving them.

Helping with enlisting people on mission for both services

Assist staff to prepare for the important events of the year.

eg. workshop in Feb (small groups, puppets, greeters, personal commitment team (decisions on Sun morn) and August-ESL, refugee ministry, DT, Hispanic Mission) Leadership retreats. (now called planning retreat), Men's retreat

Publicity - ongoing presentation, professional to our church members.

To help us be on mission. Package the programs.

Visit every week someone who is a part of my team of people I work with. .

Visit, care, how you doin', encouraging.

Requires thank you letters sent regularly to people.

Staff Job Description (general for all staff)

1. Daily & Personal time with Christ including, prayer, bible study & witnessing.
2. Each staff member is responsible to work with one committee, one team leader and one coordinator.
3. Be an active part of weekly staff meetings.
4. Visit at least one member outside the church experience every week. Visit every member in the course of a year.
5. to confirm calendared events and promote in the Church Newsletter twice per month.
6. Make sure all ministries are promoted through the bulletin, the church newsletter, and in other ways.
7. Prepare a budget for my areas of ministry each year.
8. Lead VHS meeting monthly in my areas of ministry. (need to start one for worship area)
9. Minister to members in home, hospital...
10. lead by example regarding (participate in) mission trips or in some other way (if you can't go) share the sacrifice.
11. Weekly communication of appreciation to those involved in my areas of ministry. Look for ways to say thank you. (cards, letters, phone calls)

Associate Pastor/ Worship and Ministries Coordinator Job Description

1. Lead monthly VHS meeting for worship leadership (choir, piano, organ, drama, puppet - any of those involved in worship ministry)
2. Plan and coordinate annual special music events eg. Easter cantata, Christmas, at church or in community.
3. To enlist and work with leadership for children's choir and youth choir.
4. To work with staff coordinating and promoting ministries of the church. Be the detail person for upcoming projects, events.
5. To coordinate the Bible study and equipping ministries of the church. Work with staff volunteers to help them get that job done.
6. Lead a weekly worship team meeting to prepare for Sunday services.

MINISTER OF WORSHIP

The Minister of Worship is responsible for development, promotion and oversight of all worship and music experiences of the church.

A. Administration

1. Plan a comprehensive worship experience for the church year.
2. Meetings
 - a. Weekly with Pastor and Staff
 - b. Monthly with Worship Committee
3. Communications
 - a. People: music preparation and follow-up
 - b. Bulletin: worship and specials
 - c. Newsletter: write monthly article
4. Maintain: music library, supplies, instruments, equipment
5. Budget: plan, expenditure approval, administer

B. Leadership

1. Choir(s): Lead/select leadership and oversee/be resource:
 - a. Adult
 - b. Youth
 - c. Children
2. Promote instrumental/vocal music & drama groups
3. Assist in leadership of Congregational Worship
4. Assist in leadership of Prayer Meeting
5. Assist in leadership of Special Services

C. Oversee Worship Committee - Responsibilities:

1. Music
 - a. Choir(s)
 - b. Accompanist(s): schedule, oversee, encourage
 - c. Special Programming: vocalists, musicians, productions
 - d. Orchestra and Ensembles
2. Drama: develop and produce
3. Artist Series

Worship/Music Assistant (e.g. in a larger church who works under the Pastor of Worship and Music)

Current Job Title: Pianist/Music Consultant

Proposed Job Title: Assistant Worship & Music Director

Name

Address

Current Date: _____

Current Pay: _____

Current Hours: 10 hours a week

Proposed Pay Package: \$_____ annually, (\$_____ per month, plus conference allowance of \$____ annually and car milage reimbursement of approx. \$__ a month), two wks. vacation annually

Proposed Hours: 20-25 hours a week

Reports to: Assistant Pastor, Director of Worship and Music.

Responsibilities:

I. CHOIRS/BAND/ORCHESTRA

A. Reestablish a regular Children's Choir through recruiting, training, and overseeing a Children's Choir Director, accompanist(s) and assistant(s). Oversee the selection of music, insuring a blend consistent with church's overall music style. Schedule music in conjunction with Worship and Music Director.

B. Develop and rehearse weekly an adult choir. Recruit choir membership and accompanist(s). Select a blend of music consistent with church's overall music style, with an emphasis on traditional music. Schedule music in conjunction with Worship and Music Director.

C. Seek to involve other band/orchestra instruments in providing prelude, postlude, and offertory music, and in appropriate accompaniment of hymns and special music. This includes recruiting and rehearsing a professional brass quartet for special Christmas and Easter services.

D. Supplement and/or enhance purchased music by using gifts to arrange and/or compose descants, choral pieces, band/orchestra pieces, etc.

II. OTHER SPECIAL MUSIC

A. Be prepared to sing and/or play as needed for "emergency" special music needs.

B. Develop a repertoire of traditional special music (vocal soloists, small ensembles) or "service music" (choral calls to worship, prayer responses, etc.). Work toward having such music in services on a weekly basis.

C. Arrange schedule in conjunction with Worship/Music Director to provide accompaniment (when needed) and vocal coaching for non-Choir (i.e. Ensemble or other special music) singers and/or other musicians at least once a week, and as deemed necessary by Worship/Music Director.

D. Be available to lead rehearsals of ensembles, or other special music singers and musicians in Worship/Music Director's absence and at other mutually agreeable times.

Pleasantville Community Church for 12 month period ending Oct 31,00

Job Description—Drama Coordinator

Name of church worker

Responsible to:

Responsible for:

Works closely with:

Committee involve-

Knowledge re-

Skills & abilities

Gifts & personal

Page 2 Job Description—Drama Coordinator

Primary job function

Job responsibilities

Guidelines of authority

Job goals for year

Training & develop-

Comments worker

Comments = Super-

Signed—worker

Signed—supervisor

Date



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