

POSITION DESCRIPTION

TITLE

EMPLOYEE NAME

DATE OF
VERSION

DEPARTMENT PURPOSE

POSITION PURPOSE



DEPARTMENT RELATIONSHIPS

Department: _____

Department Head: _____

Reports to: _____

Direct Reports: Yes No



KEY RELATIONSHIPS (positions)



CLASSIFICATION

- Exempt
 Non-Exempt



EMPLOYEE

- Full Time
 Part Time
 Hourly

RESULTS & RESPONSIBILITIES



KEY RESULTS

DESCRIPTION OF RESPONSIBILITIES

RESULT ONE

Placeholder for Key Result One

Placeholder for Description of Responsibilities One

RESULT TWO

Placeholder for Key Result Two

Placeholder for Description of Responsibilities Two

RESULT THREE

Placeholder for Key Result Three

Placeholder for Description of Responsibilities Three

RESULT FOUR

Placeholder for Key Result Four

Placeholder for Description of Responsibilities Four



KNOWLEDGE



SKILLS



LOCAL ESSENTIALS

MISSION: to lead people to fully follow Jesus

VISION: to create local churches with local pastors in local communities

CHURCH VALUES: family, authentic, enjoyable, local



STAFF VALUES: be focused, move forward, stay flexible, and have fun

STRATEGY: genuine worship, biblical teaching, unique next steps, engagement in the local community

STATEMENT OF BELIEFS

EXPERIENCE



Employee Signature: _____ Date: _____