



NEW COVENANT COMMUNITY CHURCH

VOLUNTEER STAFF JOB DESCRIPTION

EQUIPPING MINISTRIES USE ONLY																			
APPROVED TITLE	DATE RECEIVED	FELLOWSHIP ONE ENTRY DATE	INITIALS																
Purpose of job description: (<input type="checkbox"/>) New Recruitment (<input type="checkbox"/>) Update of Job Description																			
1. Volunteer Staff Job Title																			
2. Ministry Department	3. Work Location <input type="checkbox"/> On the church campus <input type="checkbox"/> Off-site location <input type="checkbox"/> At home																		
4. Name and Title of Volunteer Staff Supervisor	5. Ministry Department Supervisor																		
6. General Summary of Duties and Responsibilities																			
7. Skills required for this position: (Please use skills listed in the New Covenant Community Church Skills, Interest and Experience Inventory)																			
8. Minimum experience level required for this position: <input type="checkbox"/> Beginner <input type="checkbox"/> Intermediate <input type="checkbox"/> Advanced																			
9. Spiritual gifts essential for this position: (Please check all that apply) <table style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> Administration</td> <td><input type="checkbox"/> Faith</td> <td><input type="checkbox"/> Intercession</td> <td><input type="checkbox"/> Prophecy</td> </tr> <tr> <td><input type="checkbox"/> Discernment</td> <td><input type="checkbox"/> Giving</td> <td><input type="checkbox"/> Knowledge</td> <td><input type="checkbox"/> Shepherding</td> </tr> <tr> <td><input type="checkbox"/> Encouragement</td> <td><input type="checkbox"/> Helps</td> <td><input type="checkbox"/> Leadership</td> <td><input type="checkbox"/> Teaching</td> </tr> <tr> <td><input type="checkbox"/> Evangelism</td> <td><input type="checkbox"/> Hospitality</td> <td><input type="checkbox"/> Mercy</td> <td><input type="checkbox"/> Wisdom</td> </tr> </table>				<input type="checkbox"/> Administration	<input type="checkbox"/> Faith	<input type="checkbox"/> Intercession	<input type="checkbox"/> Prophecy	<input type="checkbox"/> Discernment	<input type="checkbox"/> Giving	<input type="checkbox"/> Knowledge	<input type="checkbox"/> Shepherding	<input type="checkbox"/> Encouragement	<input type="checkbox"/> Helps	<input type="checkbox"/> Leadership	<input type="checkbox"/> Teaching	<input type="checkbox"/> Evangelism	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Mercy	<input type="checkbox"/> Wisdom
<input type="checkbox"/> Administration	<input type="checkbox"/> Faith	<input type="checkbox"/> Intercession	<input type="checkbox"/> Prophecy																
<input type="checkbox"/> Discernment	<input type="checkbox"/> Giving	<input type="checkbox"/> Knowledge	<input type="checkbox"/> Shepherding																
<input type="checkbox"/> Encouragement	<input type="checkbox"/> Helps	<input type="checkbox"/> Leadership	<input type="checkbox"/> Teaching																
<input type="checkbox"/> Evangelism	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Mercy	<input type="checkbox"/> Wisdom																

10. Personality style best suited for this position:

- a. ____ Extraverted ____ Introverted ____ Either
- b. ____ Focuses on Details ____ Focuses on the "Big Picture" ____ Either
- c. ____ Makes Decisions Based on Logic ____ Make Decisions Based on Values ____ Either
- d. ____ Prefers Structure ____ Prefers Flexibility ____ Either

11. A person in this position should have a passion/heart for:

12. Period of Commitment Required: (i.e. 9 months during academic year, 2 weeks, 1 year, etc..)

13. Weekly Schedule: (i.e. Sundays from 8:40am to 10:15am)

- a. Sundays -
- b. Mondays –
- c. Tuesdays –
- d. Wednesdays –
- e. Thursdays –
- f. Fridays –
- g. Saturdays -
- h. Hours and days vary depending on availability: Yes No
- i. This position is "On-Call": Yes No

14. Application Requirements:

- | | | |
|---|---|---|
| <input type="checkbox"/> General Application | <input type="checkbox"/> Secondary Application | <input type="checkbox"/> Resume |
| <input type="checkbox"/> Cover Letter | <input type="checkbox"/> List of ____ References | <input type="checkbox"/> Background Check |
| <input type="checkbox"/> Portfolio of Work Examples | <input type="checkbox"/> Special Certifications/Licenses: | <input type="checkbox"/> Other: |
- Please list:

Ministry Recruitment Contact: (The person to whom Equipping Ministries would be referring prospective volunteer staff)

Name: _____

Email: _____

Phone: _____