



EMPLOYEE	JOB TITLE
SUPERVISOR	DATE

Role Expectations: # of hours to work and any other employment terms agreed upon with your supervisor

Job Overview: A four-sentence description of the role, what success in the position looks like, and how it fits into the ministry and the organization overall

Responsibilities and Duties: A bullet point list of the essential responsibilities and duties of this job in order of importance. Include verbs and other details (e.g., "approve expense reports weekly," or "lead worship rehearsal weekly").

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Skills: *list 4 or more*

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Start and End Date:

START	END
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This description is effective as of the above start date. The end date should be designated as six months later. At that time, the position and job description should be reevaluated in conversation between the Supervisor and Employee, and any necessary changes submitted to the Greenhouse Movement.

Signatures:

By signing, the Employee and Supervisor agree to the above job description.

EMPLOYEE SIGNATURE	DATE
SUPERVISOR SIGNATURE	DATE