

about his welfare and also desirous of keeping up the momentum toward greater expansion. A quick decision is made to find an assistant for the pastor who will share the burden of work with him.

The fact is that in most cases adding a man to the staff will mean more work for the pastor. This is particularly true in the church that is moving from having one minister to having a multiple staff. The change necessitates a new style of ministry for the man who formerly did it all himself. He must now work out just how the new man is going to fit in, help him adjust to the situation, and provide time for staff meetings, etc. At times the pressure of having to hand over to someone else certain aspects of the ministry is greater than the pressure of a heavy work load. This factor is increased when care has not been exercised in finding the right person to fill the position.

b. He can help to define the duties and performance requirements for each position.

One means by which this can be done is the job description. Marvin T. Judy provides excellent guidelines for using and formulating a job description in his book, The Multiple Staff Ministry. His opinions for use of a job description are:

1. A job description is necessary for clarifying the role of an individual on the staff.
2. A job description needs to be reviewed annually and revised in the light of a person's abilities, talents, desires, changing situations, and needs of the staff and congregation.
3. A job description should never be so rigid that it becomes binding rather than a releasing instrument.