

There is a game called Irish basketball. It's played with any number of players and it's every man for himself. If someone gets the ball, he struggles to get down the floor and shoot it. However, everybody else on the floor tries to steal the ball and knock him down so that they can take their turn at being a hero. Such is the potential for a staff with no guidelines.

A good job description does set a staff member free to carry out his ministry. The suggestion that the job description be reviewed periodically is excellent. This could be the factor that would help to avoid the problem of allowing the job description to be too confining. It may be seen after a time that a staff member has real abilities in an area where he is needed. If this is not included in his job description a revision could be made.

Judy also gives a list of what a job description should include:

1. Statement of title of the position.
2. Lines of responsibility, i.e. to whom the party is responsible for reporting, advice, guidance, complaints, or requests.
3. A statement of duties or areas of responsibilities.
4. Schedule of work time.
5. Vacation periods, days off, and holidays observed.
6. Salary, retirement benefits, expense account, and other considerations.
7. Opportunities for self-improvement.
8. Advancements.

Sometimes statements in a job description are too general and thus introduce an element of uncertainty. For example, the description presented to an associate or assistant may say that he will be expected "to share the pulpit ministry." To the new staff member this may mean preaching once a week; to the senior pastor it may mean