

A WRITTEN JOB DESCRIPTION?

1. If the leaders write one for you, that's wonderful, but it won't often happen!
2. How to get one in writing if they don't write a job description?
 - a. First the oral part
 - (1) They will ask you lots of questions.
 - (2) Then you ask if it will be all right if you ask them some questions? (They will say, "Yes".)
 - (3) You ask questions
 - (a) What do you see as my ministerial tasks?
 - (b) Do you have any expectations for the number of hours I work?
 - (c) Office hours?
 - (d) Vacation time? Support?
 - Etc.
 - b. Transfer that into written form
 - (1) Write informal letter back detailing what you understood them to say.. "Please correct me if I misunderstood."
 - (2) If they write corrections, fine. If not, you write what you heard in the phone conversation. (Tell them again in writing to correct any inaccuracies in your notes.)
 - (3) Stay at this until you have a complete description.
3. When you arrive on site, you will have a clear idea of what they expect of you, and that beats the "witchcraft" of guessing and being told later that you misunderstood your ministry!!!!