



THOMAS ROAD
BAPTIST CHURCH

JOB PROPOSAL

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Submitted by: _____ Date _____

1. **Why** is this position needed? What are the **needs** this would be addressing? What part of our **mission** does it fulfill?
2. Is this needed because of **growth** of existing ministry or due to a **new** project / endeavor?
3. **Who** on staff or volunteer team is doing this work presently? Is it being covered in part or fully, or is it being neglected?
4. Could you handle this work by **reassigning** present staff or volunteers?
5. Summarize [ten bullet points or less] the **responsibilities, duties, tasks** that would be included in this position?
6. Why does this need to be a **paid** position?
7. Is this work going to be under **30 hours** weekly or more? How many hours? Why?
8. What would the job **title** be?
9. Who would this position **report** to?
10. On what **department / team** will they serve?
11. What are the minimum qualifications for the job?
 - a. **Experience:** Number of years of experience in the job you are seeking to fill. Number of years of work experience required for the selected candidate. Note whether the position requires progressively more complex and responsible experience, and supervisory or managerial experience.
 - b. **Education:** State what degrees, training, or certifications are required for the position.
 - c. **Knowledge Skills and Abilities:** State the skills, knowledge, and personal characteristics of individuals who have successfully performed this job.
12. What are **examples** of this position in other churches / ministries? Attach sample job descriptions from other organizations.