**Screening in Faith Appendix B**

# Generic Position Description Template

### Position Description for Volunteers and Employees in the Church

### Diocese of New Westminster

**Date:**

**Position Title:** (*please indicate:* ***Employee / Volunteer***)

**Overview of position:** *(one or two or three sentence ‘big picture’ summary)*

**Tasks/Responsibilities:**

**Qualifications required:** *(skills/knowledge/education/experience/current Police Record Check with Vulnerable Sector Check within the last 12 months/references)*

**Accountability** *(external: legal accountability to profession; internal: to parish)***/Reporting Relationship:** *(to whom, how, how frequently)*

**Time required:** *(full-time, part-time, hours per week)*

**Term of Office:** *(length of time, nature of contract)*

**Orientation/Training provided:**

**Other Resources/Support:** *(finances, equipment, etc./Canons and Constitution including Regulations/The Policy Manual/Treasurer’s Manual/Warden’s Handbook)*

**Benefits:** *(employment benefits, leave, sick leave, statutory holidays, continuing education, reward & recognition, learning opportunities)*

**Compensation:** *(salary, expenses)*

According to……………………………………or as negotiated.

**Code of Conduct:** *(confidentiality etc./Resources: professional organization’s guidelines, i.e. for Treasurer’s position/Screening in Faith Policy: Appendix J ‘Ministry Guidelines’)*