Position Description Do's and Don'ts

DO

- ➢ Refer to the Position Description template and instructions found in the Community of Faith Resource
- ➢ Use a factual and impersonal style when writing the job description
- ➢ Base the job description on the Community of Faith's Living Faith Story and needs
- ➢ Write an accurate, concise, and complete job description
- ➢ Use complete sentences
- ➢ Keep sentence structure as simple as possible, omitting unnecessary words that do not contribute pertinent information.
- ➢ Begin each duty/task with an action verb (see reverse page for a list).
- ➢ Minimize using terms like "may", "generally", and "occasionally." They mean different things to different people and can lead to misunderstandings.
- ➢ Refer to job titles rather than incumbents, i.e., "Supervises the Office Administrator" rather than "Supervises Joe McGee"
- ➢ Be precise. This is critical for accurate job evaluation and analysis.
- ➢ Focus on critical activities.

DON'T

- ➢ Use the narrative form when writing a job description
- ➢ Base the content of the job description on the capabilities, skills, and interests of the incumbent or previous minister
- ➢ Write a job description based on a particular person's skills/interests whom the church may be interested in hiring
- ➢ Include minor or occasional tasks, which are not unique to a specific job.

ACTION VERBS

accommodate communicate draft interface recruit achieve compile edit interpret reduce acquire complete eliminate interview regulate address compose enforce investigate report adjust compute establish issue research administer conduct evaluate lift resolve advise confer execute maintain review allocate consolidate expand manage schedule analyze construct explore monitor search apply consult facilitate motivate select appoint control formulate negotiate solve approve coordinate furnish observe specify arrange correspond generate operate strategize assess counsel guide organize streamline assign create handle participate strengthen assist customize hire perform summarize audit delegate identify plan support augment deliver illustrate predict teach authorize demonstrate implement prepare train budget design improve present translate calculate develop improvise process troubleshoot circulate devise incorporate program update clarify direct increase provide validate clear disseminate inform quantify verify collaborate distinguish initiate recognize collect distribute instruct recommend combine document interact record