## GIVING MINISTRY AWAY

## **YOUR JOB RESPONSIBILITIES**

(1)

List all the tasks you do in the left column

(2)

Circle the ones you think you could hand off to the right person (are you ready?)

3

Cross off anything your leadership will allow **only you** to do



Put names of anyone good at these tasks next each one

## **GIVING MINISTRY AWAY**

## **JOB DESCRIPTION**



Choose one job from the list you just made that you feel comfortable giving away



Write a bullet point job description

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Plan a time to meet and present this job description to a potential volunteer (perhaps the person you wrote down next to this task)