

Job Description/工作範圍

JOB TITLE/名稱: _____ DATE/日期: _____

A. Job Summary/簡介:

B. Job Responsibilities/責任:

C. Working Relationship/關係:

Responsible for/向下: _____

Responsible to/向上: _____

Works closely/同工: _____

D. Gifts needed/需要的恩賜

Talents needed/需要的才幹

E. Time Required/需要的時間:

F. Length of Service/服事的任期:

G. Training and Development/訓練及培育:

H. Remarks/備註:
