

Volunteer Role Description Template

A simple tool for defining volunteer roles in any compassion ministry

Purpose of This Resource

Compassion ministry grows stronger when volunteers understand what they are being asked to do, who they report to, what boundaries they must honor, and how their service fits the larger mission. This template can be used by churches, nonprofits, community ministries, recovery ministries, reentry ministries, food ministries, mentoring programs, educational ministries, senior adult ministries, family support ministries, and other compassion ministries serving men, women, children, families, and neighbors in need.

Use this template before recruiting volunteers, during volunteer orientation, or when clarifying an existing role. A clear role description protects the volunteer, the participant, the ministry leader, and the people being served.

How to Use This Template

- [] Choose one volunteer role to define at a time.
- [] Describe the purpose of the role in simple language.
- [] List only the responsibilities that truly belong to this volunteer.
- [] Clarify time expectations before someone says yes.
- [] Include boundaries, confidentiality, safety, and reporting expectations.
- [] Review the role description with the volunteer before service begins.
- [] Keep a signed copy for your ministry records if appropriate.

Before You Fill Out the Role Description

Many volunteer problems are not heart problems; they are clarity problems. People may overstep, under-serve, burn out, or become discouraged because the ministry never clearly explained what was expected. These questions will help you define the role with compassion and wisdom.

Area	Clarifying Question	Notes for This Role
Purpose	Why does this volunteer role exist?	_____
People Served	Who will this volunteer serve or support?	_____
Responsibilities	What should this volunteer do regularly?	_____
Limits	What should this volunteer not do?	_____
Training	What does the volunteer need to know before beginning?	_____
Supervision	Who provides guidance, support, and correction?	_____
Safety	What situations require immediate help or referral?	_____

Important Reminder

A volunteer role description is not meant to make ministry cold or corporate. It is meant to help love remain wise, safe, and sustainable. Clear expectations make it easier for volunteers to serve with confidence and for leaders to care for both participants and volunteers well.

Volunteer Role Description Template

Ministry Name: _____	Date Prepared: _____
Volunteer Role Title: _____	Ministry Area or Program: _____
Supervisor or Team Leader: _____	Expected Start Date: _____

1. Purpose of the Role

Purpose: _____	_____ _____ _____ _____
How this role supports the mission: _____	_____ _____ _____ _____

2. People This Volunteer Will Serve or Support

Primary group served: _____	_____ _____ _____
Special considerations: _____	_____ _____ _____

Responsibilities and Time Commitment

3. Main Responsibilities

Responsibility 1:	_____
Responsibility 2:	_____
Responsibility 3:	_____
Additional duties:	_____ _____ _____

4. Time Commitment

Days or schedule:	_____
Hours per week/month:	_____
Length of commitment:	_____
Preparation needed:	_____

5. Skills, Gifts, or Experience Helpful for This Role

Helpful qualities:	_____ _____
Training needed:	_____ _____

Boundaries, Confidentiality, and Safety

Every compassion ministry should help volunteers understand what they can do, what they cannot do, and when they must ask for help. Boundaries are not a lack of compassion. Boundaries help compassion remain safe, wise, and sustainable.

6. Boundaries for This Role

This volunteer may:	
This volunteer may not:	
When unsure, contact:	

7. Confidentiality Expectations

Information to protect:	
When information must be shared with leadership:	

8. Safety and Referral Guidelines

Emergency situations:	
Concerns to report:	
Referral partners/resources:	

Volunteer Agreement

Use this page when you want the volunteer and ministry leader to acknowledge the role expectations together. Adapt the language to match your church, nonprofit, or ministry policies.

Volunteer Commitment Statement

I understand the purpose, responsibilities, boundaries, confidentiality expectations, and reporting structure for this volunteer role. I agree to serve with compassion, humility, consistency, and respect for the people being served. I understand that I should ask for guidance when I am uncertain and should not act outside the boundaries of this role.

Volunteer Name:

Volunteer Signature and Date:

Ministry Leader Name:

Ministry Leader Signature and Date:

Review Schedule

☐ Review this role after the first 30 days of service.

☐ Review again after 90 days if the role is new or developing.

☐ Update the role description when responsibilities, schedule, supervision, or safety needs change.

Final Encouragement

Volunteers are often the hands and feet of compassion ministry. When they are cared for, trained, supported, and given clear expectations, they are better prepared to serve others with grace, wisdom, and steadiness.