**Workforce Role Description**

This form is to be used by the workforce (employees, Church-service missionaries, and volunteers) of the Corporation of the President (COP) and Corporation of the Presiding Bishop (CPB). It describes general workforce requirements as well as purposes, responsibilities, and qualifications of the role identified below.

<table>
<thead>
<tr>
<th>Job title</th>
<th>Job code</th>
<th>Grade level</th>
<th>Approval date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor / Teacher</td>
<td>12478</td>
<td></td>
<td>12Apr2012</td>
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</tbody>
</table>

**General Workforce Requirements**

General requirements for the Church workforce:
- Temple worthiness
- Regular attendance and timely arrival at the assigned location

*Note:* The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

**Purposes**

Briefly describe why this job exists, who the customers are, and what the customers expect.

This Church Service Missionary position exists to instruct or teach gospel lessons and other religious material to Seminary & Institute students wanting to learn more about the Savior and His Church. This position may also be used when instructing or training Church employees, patrons and volunteers on other aspects of services rendered or Church operations (i.e. LDS Family Services, Perpetual Education Fund, Corrections, etc.)

**Responsibilities**

Describe what the major responsibilities of the job are, including accountability, problem solving, relationships, interactions, results, and relevant metrics and measures. List responsibilities in order of importance, and indicate percentage of time spent on each.

- Is trained and understands the lesson material to be taught as directed by operation supervisors or ecclesiastical leaders.
- Routinely prepares lesson plans for scheduled classes, and is always spiritually ready and on time prior to lesson presentation.
- Presents the lesson material to students, and involves them in the learning process.
- If applicable, presents the appropriate training material to patrons, volunteers, or Church employees.
- May be supervised by either an Operations Supervisor or an ecclesiastical leader.

**Qualifications**

List the minimum requirements for the position. Identify knowledge and skills required, including formal education, specialized training, and prior experience. Include any degrees, certifications, and licenses that are required.

- Be a committed instructor or teacher for the duration of the calling.
- Preference may be given to those with a background in education (i.e. BS degree in secondary education) and/or with teaching experience.
- Have patience and a strong desire to instruct and teach teenagers and young adults about gospel principles.
- Should enjoy working with patrons, volunteers, and Church employees when giving training sessions and hands-on instructions.