**MinistryLink.org Guidelines for Job Postings**

Please submit the following information for all job postings. Items preceded by \* are required.

Please view some of the jobs posted at <http://ministrylink.org/jobs> to get a feel for the type of information and presentation.

Please submit:

\*Position Title:

\*Church/Employer Name:

\*Brief summary of job description – include high-level summary of duties and requirements, hours and salary information as appropriate:

\*Is job part-time or full-time?

Church/employer website:

(specifically, if job is posted on your site, provide direct link)

Email address to apply to:

Website to apply at:

Please send your information to [sepanews@sepa.org](mailto:sepanews@sepa.org) with “Job Listing” in the subject line. If you wish, cut and paste the above section into an email and fill in your information, or edit this document, save and attach to your email.

Thank you.