

## Ministry Description

<b>Ministry Name</b> Certified Lay Ministry		<b>Start Date</b> (mm-dd-yy)	Id No
<b>Ministry Purpose (Why?)</b>			<b>Revision Date</b> (mm-dd-yy)
<b>Ministry Objective (What?)</b>			
<b>Meeting Time:</b>		<b>Meeting Location:</b>	
<b>Number of Members:</b>		<b>Member Commitment (Hrs/Mo):</b>	
<b>Ministry Process</b>			
<b>Provider(s)</b>  <b>Requirements</b> (major 1-5 product/service/info)	<b>Initiating Action*</b>		<b>End Product</b> (major 1-5 product/service/info)  <b>Receiver(s)</b>
	<b>Process Tasks* (major 4-8 tasks)</b>		
	<b>Ending Task*</b>		
<b>Inspirational Passage</b>			<b>Contact</b> Jan Oslon <b>Telephone</b> 253-927-5339 <b>e-mail Address</b> janiceclare@juno.com

\* 3-6 word description; Start description with an action verb.

Mission Statement (from Ministry Directory):

The Community of Lay Ministers (CLM) is made up of intentional servants, members of ELCA churches in the Southwestern Washington Synod, who have completed a 2-year study program (biblical studies, Lutheran confessions, church history and practical theology) that equips lay people for ministry in their local settings. It is designed to enhance the ministry of lay people who are already serving their congregations in effective ways. There is an application process. When successfully completed, the Synod certifies the participants are eligible to be commissioned to serve in their congregations in specific ministries, determined in consultation with the pastor(s).

# Ministry Description

## Process Definitions Worksheet

**Ministry Name**

**Provider(s)**

Who supplies the major requirements?

Or, where does the information come from?

**Requirements**

(major 1-5 product/service/info)

1-3 sentence definition for each requirement identified

**Initiating Action**

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

**Process Tasks (major 4-8 tasks)**

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

**Ending Task**

1-3 sentence definition of the 3-6 word description on the Ministry Definition chart

**End Product**

(major 1-5 product/service/info)

1-3 sentence definition for each provision identified

**Receiver(s)**

Who receives the major provisions?

Or, where is the information transmitted?