

Ministry Description

Ministry Name Children, Youth and Family		Start Date (mm-dd-yy)	Id No
Ministry Purpose (Why?)			Revision Date (mm-dd-yy)
Ministry Objective (What?)			
Meeting Time:		Meeting Location:	
Number of Members:		Member Commitment (Hrs/Mo):	
Ministry Process			
Provider(s)	Initiating Action*	End Product (major 1-5 product/service/info)	
Requirements (major 1-5 product/service/info)	Process Tasks* (major 4-8 tasks)	Receiver(s)	
Ending Task*			
Inspirational Passage		Contact Julia Corbett Telephone 253-839-0344 e-mail Address jandjcorbett@hotmail.com	

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

Mission Statement (from Ministry Directory):

Encourages and equips gatherings for children, youth and parents where faith is taught, relationships are forged and life is modeled.

Meeting time: Second Monday of the month, 7:00 p.m., Calvary-Workroom

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?