

Ministry Description

Ministry Name Coffee House		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) Requirements (major 1-5 product/service/info)	Initiating Action*		End Product (major 1-5 product/service/info) Receiver(s)
	Process Tasks* (major 4-8 tasks)		
	Ending Task*		
Inspirational Passage			Contact Telephone e-mail Address

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

Mission Statement (from Ministry Directory):

Occasional social event held in the Great Room 2-3 times per year, featuring musical acts, fun, and refreshments.

To provide a musical act, contact Tony Willing

206/661-6179 (cell) Email: gston455@aol.com

To help with food, set-up or clean-up, contact Mary Sawyer

253/838-0593, Email: m_e_sawyer@comcast.net

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?