

## Ministry Description

<b>Ministry Name</b> Hospitality Team		<b>Start Date</b> (mm-dd-yy)	<b>Id No</b>
<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>Process Tasks* (major 4-8 tasks)</b>		
	<b>Ending Task*</b>		<b>Receiver(s)</b>
<b>Inspirational Passage</b>			<b>Contact</b>  <b>Telephone</b>  <b>e-mail Address</b>

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

Mission Statement (from Ministry Directory):

Hospitality Team

Contact person: Kelly Baughman, Coordinator

253/941-7320 Email: farluvsomor@comcast.net

People serving on this team provide welcoming hospitality to both visitors and members. There are six areas of service:

Sunday Morning Hospitality:

Members prepare and serve coffee and other refreshments before and after services on Sunday mornings. They also clean up. They serve alone or in pairs on a rotating schedule.

Contact person: Kelly Baughman, 253/941-7320

Email: farluvsomor@comcast.net

Coffee With Pastors Team:

Team members provide coffee and other refreshments on two to four Saturday mornings per year for gatherings to which visitors are invited to sit down with our pastors for conversation and learn more about Calvary in an informal setting.

Contact people:

Sherry Fleury 253/631-0127

Patti Smith 253/852-6820

Newcomer Hospitality

## Ministry Description

Team members provide food as required for people participating in inquiry/membership classes offered once or twice a year, about five times each session. They also plan, prepare, serve and clean up after a New Member Banquet or Brunch  
Contact people: Position Open

### Special Events Hospitality Team:

Team members coordinate and/or provide food for occasional events; e.g., Lenten/Advent soup suppers. Opportunities are published and sign-up sheets are posted.  
Contact person: Team Leader position open

### Coffee House Hospitality Team:

Coffee Houses, musical fellowship gatherings, are offered a few times a year. Team members set up, provide refreshments, and clean up after each Coffee House.  
Contact Mary Sawyer 253/838-0593  
Email: m\_e\_sawyer@comcast.net

### Funeral/Memorial Service Reception Team

Contact person/s:

Sherry Fleury 253/631-0127

Gayle Miller 253/941-8710

Charlotte Warner 253/838-1837

The team coordinates and provides hospitality and social support to members and friends of Calvary following a memorial or funeral service.

# 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?