

## Ministry Description

<b>Ministry Name</b> Library		<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>Receiver(s)</b>
	<b>Process Tasks* (major 4-8 tasks)</b>		
	<b>Ending Task*</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):

Contact person/s:

Nellie Gordon 253/874-9565 Email: nelgo2@comcast.net

Supports the administration and maintenance of the library. Involves collecting, cataloging and circulating books and other materials for reading and reference.

# 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?