

Ministry Description

Ministry Name Office Support Team		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):

Contact person/s

Liz Caley 253/839-0344

(office), Email: liz@calvary-elca.org

Deanna Kaasa 253/839-0344

Dawn Clinton Email: dawn@calvary-elca.org

Assist office staff in clerical work and mailings

Record worship attendance

Technical Support Team

Computer and Web Site support

Photographer- Photos to be taken of congregational events and individual pictures of new members

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?