

Ministry Description

Ministry Name Prayer Chain		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):

Phyllis Dirks 253/952-2897 Email: p_dirks@msn.com

A group of persons who are committed to praying for specific needs of congregation members and their families. This is done by email.

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?