

## Ministry Description

<b>Ministry Name</b> Prayer Shawl Ministry		<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

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Inspire women who knit or crochet to create shawls with love and prayer for individuals in need of God's love and comfort during difficult times as well as times of celebration.

# 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?