

Ministry Description

Ministry Name Sack Lunch Program		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)
	Process Tasks* (major 4-8 tasks)		
	Ending Task*		Receiver(s)
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

Sandy Cook 253/835-3181

Email: sandrajocook@juno.com

Grace Huffman 253/922-6779

Intentionally serve anyone who is hungry, no matter their situation. Sack lunches are served Monday thru Thursday, just inside the entrance to the Narthex. The goal is to invite others to join the ministry and expand lunch service to Fridays also. Ministry team members serve once a week, more or less depending on their availability. Set-up is

10:45 a.m. and clean up is at 1:00 p.m. Lunches are handed out from 11:00 a.m. to 1:00 p.m. The lunches are put together once a week

Length of commitment: Two years, substitutes are available when needed.

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?