

## Ministry Description

<b>Ministry Name</b> Thursday Community Supper		<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):

(Partner: Federal Way Community Caregiving Network –FWCCN)

Contact Persons:

Jan Olson, Administrative Coordinator 253/927-5339, janiceclare@juno.com

Heather Parker, Volunteer Coordinator 253/508-4556, h2busy@yahoo.com

Phyllis Dirks, Food & Menu Coordinator

253/952-2897, p\_dirks@msn.com

A free meal is served at Calvary every Thursday evening. Opportunities for ministry include cooking, serving, cleaning up, shopping, registration of guests, giving out supplies to aid the homeless, record keeping, and administrative services.

# 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?