

(Your Ministry or Committee name here) Ministry Operations Manual

Pillar of Parish Mission Statement:

SUB – GROUP OF: Which Committee?

STAFF CONTACT:

PASTORAL COUNCIL LIASON:

MISSION: (Why does this ministry exist?):

FUNCTIONS: (what does this ministry do and how do you do it?)

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OUTCOMES/GOALS (How will you measure your success?):

MEETING DATE/TIME:

TIME REQUIRED:

EXPECTATIONS:

TRAINING & SUPPORT PLAN: ([setting your ministers up for success](#))

QUALIFICATIONS NEEDED:

TENURE/LENGTH OF ASSIGNMENT:

Shared Functions:

([Charisms](#))

([Clean Kitchen](#))

([Clean Upper Hall](#))

([Contact Parish Office](#))

([Secure Upper Hall](#))

([Fundraising at Church](#))