

# Worksheet C: Defining Ministries and their Descriptions

## What are the ministries of your church?

1. Do you have a church ministry organization chart? If so, is it complete and up-to-date?
2. If it is not complete and up-to-date, who will be responsible to make sure that it is? When will they do this?

*(As you expand the ministry organization chart, you might seek to do this in ways that will allow for future development. Perhaps create a general, “bird’s-eye” view of the church’s ministries with more detailed supporting charts for each ministry area. Developing a “flexible” chart is also a good idea. Such a chart will not only allow for the possibility that your church’s ministry will grow in depth and breadth, but it could also form the basis of an “intuitive” filing system so that the day-to-day tasks of maintaining or updating information can be done without difficulty.)*

## How will you go about creating all of the necessary ministry descriptions?

1. When will you meet with the appropriate leaders to “flesh-out” the ministry organization chart with a list of specific tasks and responsibilities? Will you meet with everyone at once, or will you have several meetings with different people, covering a different ministry area at each meeting?
2. Will you develop ministry descriptions in those meetings, or will you ask ministry leaders to bring completed ministry descriptions with them? (Be sure that you make copies of Worksheet E available.)
3. Will you invite your gift counselors to these meetings? If you don’t plan to invite them (or if you simply don’t have any gift counselors yet), how do you plan to make sure that they have a thorough grasp of all of the specific ministry tasks that are available?
4. How will you keep the church’s ministry descriptions current? What sort of procedure will you put in place to make sure that old ministry descriptions are removed, new ones are added, and changed ministry descriptions are updated?