

# **Ministry Description for \_\_\_\_\_**

*This form is to be used for existing ministries at Pilgrim. If you are developing a new ministry, please use the "Developing a New Ministry" form.*

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## **Defining the Purpose of Your Ministry**

Your Mission Statement:

Who does your ministry serve?

What services or products does your ministry provide to those you serve?

What's unique about your ministry?

Your purpose statement:

*Checklist:*

- Our statement of purpose clearly identifies why our ministry exists.*
- The statement of purpose is inspiring to staff (paid and unpaid) and clients.*
- The statement of purpose provides clarity for decision-making.*



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## Details of Your Ministry

**When:**

*Remember if you're planning a special event to check church and school calendars if they will affect your event.*

**Where:**

*If your ministry requires facility space at the church, please contact the church office to make sure that spacing is available.*

**How much:**

*Remember, budgeted expenses must be pre-approved prior to incurring the expense.*

**Publicity needed?**

*Check the newsletter deadlines as well as contacting the communications council member for help in this area.*

**Follow up reflection date:**

**Minister Opportunities:**

*List all minister opportunities that will be needed to fulfill this ministry. In the Minister Description document you will detail each opportunity.*



