

Ministry Position Descriptions

Step By Step

1. Meet with your team. Create
 - mission Statement
 - ministry position descriptions
 - Use the tools provided by Personal Member Ministry (circle approach & ministry description template)
 - If you need help or advise, PLEASE contact Personal Member Ministry: Melissa Sanders 708 -672- 8125 or msanders@trinitycrete.org

2. Forward drafts of your ministry description to Melissa Sanders (msanders@trinitycrete.org)
 - Personal Member Ministry team responds with questions, suggestions or other comments.

3. Make any further changes to your ministry position description. Forward finalized documents to your Board for approval.
 - Your Board approves your ministry position descriptions.

4. Forward Board approved documents to Melissa Sanders (msanders@trinitycrete.org)
 - Personal Member Ministry catalogs ministry position descriptions.

5. Personal Member Ministry team initiates annual review of your ministry position descriptions.