

Ministry-Driven Flowchart

Ministry Leader

Responsible for planning and execution of ministry purpose, events, activities, etc.

Reports directly to the E-Team Leader



E-Team Leader

Responsible for the direct oversight of assigned ministries



Ministry Resource Director

Responsible for facilitating internal processes as instructed by the E-Team Leader (i.e. vouchers, administrative needs, publicity)

Operates as support person for E-Team Leader

Example

Ministry Leader

Event: Continental Breakfast

Needs: Paper products, breakfast items, table cloths

Signs and submits voucher to E-Team Leader for needed items for event



E-Team Leader

Reviews voucher against approved budget

Signs and submits voucher to the assigned Ministry Resource Director



Ministry Resource Director

Submits voucher to Accounting Manager for budget review and final approval

Coordinates purchase of items with Purchasing Director

Coordinates delivery of purchased items to Ministry Leader

Follows up with E-Team Leader upon completion of project/event.