**Ressortbeschrieb**

**Ressort: ...........................................................................................................................**

1. **Definition des Ressorts**..........................................................................................................................................  
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**Ziele:**

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1. **Ressortleitung:**................................................................................................................

**Stellvertretung:**...............................................................................................................

1. **Zusammensetzung des Ressorts**

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1. **Verantwortung für Mitarbeitende**

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1. **Aufgaben**

**Hauptaufgaben:**

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**Nebenaufgaben:**

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1. **Kompetenzen**

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1. **Querbeziehungen zu anderen Stellen /Schnittstellen**

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1. **Information**

**Was:**..................................................................................................................................

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**An Wen:**............................................................................................................................

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1. **Zeitaufwand**
2. **Übergaberegelung: Wichtige Dokumente**
3. **Diverses**
4. **Genehmigung**

Datum:

Der Kirchgemeinderat