

COME AS YOU ARE COMMUNITY CHURCH

*Pastor/Teacher Anthony Payton
1st Lady Sandy Payton, Office Administrator*

MINISTRY EVENT PACKET

Contents

Ministry Event Request Form

Finance Requisition Form

Announcement Request Form

All forms must be submitted to the office no later than three months prior to the event.

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MINISTRY EVENT REQUEST FORM

PLEASE PRINT LEGIBLY!

(Please only submit one request per form.)

Date of Submission _____

Ministry & Ministry Leader _____

Telephone & Email _____

Ministry Event Date & Time _____

Description of Event (Please include how this event connects to the vision and mission of our church.)

Logistics (Location, Areas of Use, Workers, Participants, Targeted Audience)

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FINANCE REQUISITION REQUEST FORM

PLEASE PRINT LEGIBLY!

(Please only submit one request per form.)

Date of Submission _____

Ministry & Ministry Leader _____

Telephone & Email _____

Ministry Event _____

Amount Requested _____

Date Needed _____

Method (Circle one.) Cash or Check

(Check)
Payment to the order of _____

Purpose of Funds

Itemization of Funds

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ANNOUNCEMENT REQUEST FORM

PLEASE PRINT LEGIBLY!

(Please only submit one request per form.)

Date of Submission _____

Ministry & Ministry Leader _____

Telephone & Email _____

Ministry Event & Date _____

Date(s) of Announcement _____

Method of Announcement: (Please check all that apply.)

- Church Bulletin
- Pulpit Announcement
- Personal Announcement (Announcer) _____

Announcement

FOR OFFICE USE ONLY

Date Received _____

Ministry Event

- Approved
- Denied

Reason for Denial

Finance Requisition

- Approved
- Denied

Reason for Denial

Announcement

- Approved
- Denied

Reason for Denial
