



MINISTRY SUPPORT REQUEST FORM

(One Request Per Form)

Objective: To ensure that enough advanced notice is provided for requested ministry support.

REQUESTOR INFORMATION		
Today's Date:		
Name of Requestor:		
Ministry Requesting Support:		
Name of Event:		
Phone Number of Requestor:		
Email Address of Requestor:		

REQUESTED SUPPORT INFORMATION		
Ministry This Request is for:		
Date(s) Support Needed:		
Time Support is Needed:	Start:	Finish:
Location of Event:		
Equipment Needed:		
Number of Personnel Needed:		
Briefly Describe Support Needed:		

OTHER INFORMATION		
REMARKS:		
DISPOSITION: <i>(For Supporting Ministry Only)</i> <input type="checkbox"/> Approval <input type="radio"/> ___ Ministry <input type="radio"/> ___ Ministry <input type="radio"/> ___ Ministry <input type="checkbox"/> Denial <input type="radio"/> ___ Ministry <input type="radio"/> ___ Ministry <input type="radio"/> ___ Ministry <input type="checkbox"/> Additional Information Needed before Approval/Denial		
COMMENTS: <i>(For Supporting Ministry Only)</i>		

Name of Recipient	Date Received Request	Date Responded to Requestor

INSTRUCTIONS

Please complete the entire form through the **REMARKS** block and submit to the ministry leader from which you need support or one of the Council Directors a minimum of 2 weeks in advance of your scheduled event. This will offer enough time for the ministry leader to review and respond to the request. This form is also available on the FBC Website and in the Narthex. For tracking purposes, the preferred method of submission is via email.

NOTE: This form is only meant to be used as an inter-church resource, and does not replace the Facility Request Form.