

**WORK REQUEST RELEASE FORM
(SECRETARIAL TASKS)**

COMMITTEE NAME: _____

SUBMITTED BY: _____

CONTACT PHONE NUMBER: (_____) _____ (DAYTIME) (_____) _____ (EVENING)

DATE REQUEST SUBMITTED: _____ DATE REQUESTED WORK TO BE COMPLETED: _____

DESCRIPTION OF WORK: _____

APPROVED BY: _____ DATE: _____ WORK ASSIGNED TO: _____
(INSERT ASSOC. PASTOR'S NAME HERE)

NOTE: Due to the nature of the work to be completed, other assigned tasks and normal duties of the office staff, please allow a minimum of 48 hours. If copy work is for more than 500 copies, it will take longer and you will be notified if work cannot be completed by the date requested.

Please submit work request form and work to be completed to the appropriate administrative assistant after securing your minister's signature. Flyers maybe electronically submitted, however this form must be completed with instructions. Thank you. Please see additional instructions on back of this form.

HOPE UNITED METHODIST CHURCH

PROCEDURES FOR REQUESTING SECRETARY ASSISTANCE

- All requests for work to be completed by office staff must be submitted in writing using the Work Request Release Form (Secretarial Tasks). Please note the color scheme for your ministry area. Forms may be picked up from the appropriate administrative assistant.

Dr. C. Stewart	Yellow
Rev. A. Henderson	Tangerine
Rev. K. Walden	Cherry
Rev. J. Petty	Green Verde Vert
Min. J. Brown	Lavender
Rev. T. Wright	Gray
Rev. R. Green	Celery Green
Rev. J. Green	Celery Green
Rev. C. Jefferson	Ivory
Rev. L. Jefferson	Ivory

- Complete the form in its entirety (include directions) and submit all requests and any materials to your minister for approval.
- The work assignment will then be given to the administrative assistant for your ministry work area. Work will be completed on a first come first served basis in conjunction with current assigned tasks of the staff.

Administrative Assistant

Deana Briggs

Cynthia Jolly

Jane Stephens

Pastor

Dr. Carlyle Stewart
Rev. Angelo Henderson

Rev. Janet Petty
Rev. Kenny Walden

Min. Jan Brown
Rev. Timothy Wright
Rev. Rosaline Green
Rev. John Green
Rev. Claudette Jefferson
Rev. Leon Jefferson

- The administrative assistant will contact you to let you know your work is ready for pick-up.
- All large jobs should be submitted 30 days prior to due date.