CATHEDRAL OF FAITH
Reaching and Teaching Souls for Christ

COMMUNICATION/IT REQUEST FORM

Please type or print clearly. Ministry Group Leader approval is required.

PERSON SUBMITTING REQUEST:	MGL APPROVAL SIGNATURE (required):
Telephone Number: DAY: EVE:	Telephone Number: DAY: EVE:
CONTACT PERSON (Very important for details): NAME:	TELEPHONE NUMBER: DAY: EVE:

ANNOUNCEMENT OF INTENT is as follows and/or attached:

Note: If you are filing out the digital form, start each sentence on a new line.

Announcement dates:

Announcements must include all pertinent details requested above via this form and/or attachment(s), or the "date submitted to Church Office" becomes invalid.

Posting/Announcement Approval:		
☐ Worship Service – Pastoral Emphasis	☐ Worship Bulletin (as available)	☐ Flyer (must be attached)
☐ Worship Service - A/V Screen	☐ Bulletin Board	☐ Other:
☐ Website	☐ Facebook	

COFBC Administrative Office Use

Date Received/Initials:	Date Submitted for Approval/Initials:	Approval Signature and Date:
Denied (Reason):		

Announcement text is subject to editing by the Church Office.

*****Deadlines vary. Please refer to the Communications/Information Technology section of the Ministry Group Leaders Handbook for announcement procedures.******