## Calvary Baptist Church Rev. Jerry M. Carter, Jr., Senior Pastor

## Clerical Request Form

All ministries may request clerical support from the church office. This form must be submitted 3 days in advance of the date the request is needed. Mass mailings over 25 pieces require five working days notice and support from at least one member of the ministry. No exceptions.

Name			
Ministry			
Contact Num	ber or Email		
Date	Date Needed	Pick-up	Deliver to shelf
Request:		Copying _	# Copies
Labels	Query 1:	Query 2:	
Mass Mai	iling (5 working days advance)		
Support 1:		Contact Number:_	
Support 2:		Contact Number:_	
advance of the	nay request clerical support from the c date the request is needed. Mass mail and support from at least one memb	ings over 25 pieces require per of the ministry. No exce	five working days notice eptions.
Ministry			
Contact Num	ber or Email		
Date	Date Needed	Pick-up	Deliver to shelf
Request:	Typing# Pages	Copying _	# Copies
Labels	Query 1:	Query 2:	
Mass Mai	iling (5 working days advance)		
Support 1:		Contact Number:_	
Support 2:		Contact Number:	