



# Office Request Form

Submit requests via e-mail, drop in an offering box, or at the church office.

Date: \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Home Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: (        ) \_\_\_\_\_ - \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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|--|--|
| <input type="checkbox"/> Have Annual tax receipt question      | <input type="checkbox"/> Need a mail folder              |
| <input type="checkbox"/> Need a mailing list update form       | <input type="checkbox"/> Sign up for Membership class    |
| <input type="checkbox"/> Need an ECF directory                 | <input type="checkbox"/> Join a small group              |
| <input type="checkbox"/> Need an updated ECF phone list        | <input type="checkbox"/> Need storage space for ministry |
| <input type="checkbox"/> Need a reimbursement form             | <input type="checkbox"/> Need a volunteer form           |
| <input type="checkbox"/> Need financial assistance application | <input type="checkbox"/> Want to be baptized             |
| <input type="checkbox"/> Need a ministry start-up form         | <input type="checkbox"/> Want to be married              |
| <input type="checkbox"/> Need help w/ a large copy / print job | <input type="checkbox"/> Need to borrow ECF property     |

### Schedule an appointment or counseling session with one of the Pastors:

1. Pastor preference(s)? \_\_\_\_\_
2. Preferred time(s)? \_\_\_\_\_
3. Preferred date(s)? \_\_\_\_\_

### Reserve the ECF facility for an event:

1. Name of your event? \_\_\_\_\_
2. Is this a personal event or for an ECF ministry? \_\_\_\_\_
3. Preferred time(s)? \_\_\_\_\_
4. Preferred date(s)? \_\_\_\_\_

### Join the ECF Connection:

Members and regular attendees of ECF are encouraged to sign up for the ECF Connection, an email list to keep everyone informed about what's going on, to share prayer requests, and to contact the church as a whole. To sign up, follow these steps:

1. Go to our website, [ecfnet.org](http://ecfnet.org)
2. See the home page
3. Click on the "New to ECF?" menu at the top
4. Click on "Be Connected"

**\*\* flip for more on the back \*\***



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Add a bulletin announcement or insert – due by Wed. midnight:

1. Submit your typed announcement or insert via e-mail to [bulletin@ecfnet.org](mailto:bulletin@ecfnet.org).
2. Include how many weeks you would like your announcement to run by giving us each bulletin date.
3. If we do not receive it before the deadline, we cannot guarantee it will be published that week.
4. If you do not have e-mail access, feel free to submit your hard copy message at the church office.

Make a special announcement – due by Wed. midnight:

1. Would you like to make your special announcement or have 1 of our announcers do it? \_\_\_\_\_
2. List date(s) needed for your announcement? \_\_\_\_\_
3. If we can accommodate your request, you will have 30 seconds for your announcement. Please write out in advance what points you want to make so you can help us stay on schedule. Time exceptions are made when the announcement agenda is light and we have advance notice. If your announcement information is also in the bulletin, you can point people there to look for more details. If one of our announcers will be making your special announcement, please write the message here:

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Don't see what you need? Feel free to add any comments, questions, or additional information here:

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