



Greater Shiloh
MISSIONARY BAPTIST CHURCH

Secretary Request Form

Phone: 205-925-9750, Ext. 202

Please complete this form for requests/tasks to be completed by the Church Secretary & return to the (Church Administrative Officer's Box).
(copies, address/phone number corrections/additions, church announcements)

Name: _____

Date _____

Request: Copies # of copies requested _____/Page #s (if book)

please make _____ copies. Thank you.

Sick & Shut In update: Name of person to be added to list _____

Bulletin Announcement: _____

Demographic Update (please update Demographic information below):

_____Address


_____Phone #

_____Other

Address: _____ Ph

one Number(s): _____

Please Note:

If you are requesting copies of booklets; pamphlets; brochures; handouts, newsletters; etc. that will be used for distribution to a class, for a meeting or for the general masses of Greater Shiloh Missionary Baptist Church, please submit your request within (24-48) hours prior to the day and time of your event.  If there are more than one event being held around the same time as your event, please get your request in (1) week prior to your event.

Thank you, Administration!