

Office Job Ticket

Please use this form to communicate your needs for office help (staff & volunteers) whenever the need may exceed 15 minutes. This will help our Office Coordinator plan, schedule volunteers. It will also help us prioritize tasks when the office needs become overwhelming. Please get this form to me a week before your project needs to be completed. More time is appreciated when the task is larger. Pastor Dave

Name of Task: _____ Aprox. Time needed for Task: _____

Type of Job: __ Copying, __ Mailing, __ Report, __ Other

Date Submitted: _____ Elder/Leader submitting job: _____

Area of Ministry: _____ Phone & Email: _____

Date Needed: _____ *(please give at least one week notice)*

Please describe in detail what needs to be done. Use the back side of this form if needed:

Please submit all job tickets to the Pastor.

For Office Use...

Pastor's Approval: _____ (Signed, Date)

Date Started: _____ Date completed: _____

Time needed to complete task: _____

Notes:

A copy of this completed Job Ticket will be sent to the Elder/Leader requesting the task.