



TRUE LIGHT MISSIONARY BAPTIST CHURCH

Ministry Meeting Request Form

Anthony F. Halley II, Pastor
John W. Bowie, Sr., Pastor Emeritus

Please complete this form for scheduling a Ministry Meeting. If you have any questions, please contact the Church Secretary at 713.861.8437 or email lbarnett@truelightmbc.org.

All requests are due no later than **12pm (noon), the Monday prior to the meeting date requested**. If you do not turn in the request by the deadline, we can't ensure that your meeting will get scheduled or that the facilities and times will be available.

Upon review/approval, you will receive a confirmation email detailing your request.

Ministry:				
Ministry Leader:				
Phone:				
Email:				
Assisting Ministry Leader:				
Phone:				
Email:				
Meeting Start Time:			<input type="checkbox"/> AM <input type="checkbox"/> PM	Date Requested:
Meeting End Time:			<input type="checkbox"/> AM <input type="checkbox"/> PM	/ /

Please place an X in the facility preference of your choice. Selecting a "Facility Preference 1" does not ensure this selection is available.

Facility Preference 1		Facility Preference 2	
Activity Building		Activity Building	
Choir Room		Choir Room	
Media Booth		Media Booth	
Overflow		Overflow	
Parking Lot Front		Parking Lot Front	
Parking Lot Rear		Parking Lot Rear	
Sanctuary		Sanctuary	

Reoccurring Meetings

Reoccurring meetings are meetings that need to be scheduled and will reoccur on an *indefinite* basis. Meetings that occur only for annual days, annual events, etc. are not considered reoccurring meetings.

If you have a ministry that will need to be on the Facilities Schedule indefinitely (ie: Choir Rehearsal, P.A.C. Meetings, Christian Education, etc.), please complete the information below.

If your meeting is *not* a reoccurring meeting, you may skip this portion and move on to the next portion. If you need a meeting scheduled for multiple dates, but it is *not* a reoccurring meeting, please provide the information in the Notes section below.

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1 st							
2 nd							
3 rd							
4 th							
5 th							

Notes:

If you have special notes, instructions or information needed for this request, please provide it below.

You are also able to monitor the TLMBC Facility Calendar at www.truelightmbc.org/calendar. You are able to view an up to date and live church calendar, check to see which facilities are available, and schedule meetings, annoucnements, and other requests online.

If you have any questions regarding any information please contact the office at 713.861.8437.

FOR OFFICE USE ONLY:

Date Received: _____ Date Approved: _____ Approved By: _____

Ministry Leader Notified: Yes _____ No _____ Email Confirmation Sent: Yes _____ No _____

Upon review and approval/denial, please forward all information to the Facilities Superintendent. Provide Ministry Leader with an email confirmation detailing event and support. Upon completion of all items; sign, date, copy, and file.

Church Administrator

Date