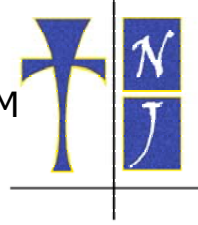


CHRISTIAN EDUCATION REQUEST FORM



Ministry: _____

Date: _____

Approval Requested for

_____ Literature (books, bible studies, etc.)

_____ Seminar

_____ Workshop

_____ Other: _____

Request By: _____

Name of Event/Activity: _____

Description of Event/Activity:

If the Event or Activity is a seminar or workshop, please indicate the names of the speakers:

Items Needed: _____

Request approved by Departmental Ministry Leader
Signature _____

Yes No

Request Approved by Director of Christian Education
Signature _____

Yes No

Christian Education Policy

1. All literature requests for NJ will be made through Christian Education Director or her designated representative in her absence.
2. All literature requests must be approved by the Christian Education Ministry of New Jerusalem Church. This is to ensure that all material used for instruction, reading, training, and study is in line with the Word of God, what we believe, and the mission and vision of the church.
3. All seminars and workshops must be approved by the Christian Education Ministry of NJC, including all material, speakers, instructors, and/or presenters. Again, this is to ensure that all material, speakers, instructors, and presenters are in line with the Word of God, what we believe, and the mission and vision of the church.
4. After filling out the CE request, give it directly to your ministry supervisor. If the request has no discrepancies, your ministry supervisor will forward the voucher to the Director of Christian Education for approval.
5. Your ministry supervisor will inform if your CE request has been approved. Upon approval, fill out the necessary ministry voucher to cover the cost of your budgeted request, following the financial policy statement.
6. All CE requests must be submitted two weeks prior to the event/activity, unless otherwise notified by the Christian Education Ministry.