



CROSSROADS CHURCH Sunday Morning Worship Segment of Time Request

Please use this form if you desire a segment of time during the worship service to announce an activity for your ministry. Please know that in planning worship services time is very limited. We want to be wise in how this time is used and hope you'll understand that completing this form does not guarantee your request will be filled.

Please give your request form to Cathy Otterman at least two weeks before the date of the desired stage time. You may drop it off at the Welcome Table on Sunday mornings or put it in Crossroad's office mail slot #1. Thank you for your attention to this matter!

Your Name _____ Phone # _____

Area of ministry _____

Today's Date _____

What weekend is this request being made for? _____
(* request needs to be made two weeks in advance)

Is there a specific reason for this date? _____

Another date if this is not available? _____

Length of time segment? _____

Do you want a pastor to make the announcement? Yes / No

If not a pastor, who will make announcement? _____

On page 2 please specify information that needs to be communicated with congregation.

How will you follow-up with this announcement?

- _____ Display Table in Foyer
- _____ Volunteers at Welcome Table
- _____ Sign up sheets
- _____ Other _____

What, if any, additional creative means will be used to communicate your message? Please specify:

- _____ PowerPoint
- _____ DVD
- _____ Music
- _____ Drama

Could this segment be used during the Offering? Yes / No

