

THE PRESBYTERY OF FLORIDA

20__ Local Church Leaders

In order to send the proper members of your congregation essential information throughout the year, we ask that you provide the appropriate information for the positions listed below. If more than one person serves in a position, please list the PRIMARY person only. Return this form to the Presbytery of Florida even if no changes have been made since the previous year.

NOTE: Please notify Melissa Willis at 850/535-2335 or mwillis@presbyteryofflorida.com of any personnel changes as they occur during the year.

CHURCH _____ PHONE _____

EMAIL _____ WEBSITE _____

ADDRESS _____ CITY _____ ZIP _____

This form also is available as a fillable pdf at <http://www.presbyteryofflorida.net/other-resources/for-clerks-of-session/>

KEY POSITION	NAME	ADDRESS/CITY/STATE/ZIP	PHONE #(s)	E-MAIL
Clerk of Session				
Church Secretary				
Newsletter Editor				
Minister/Director of Music				
Stewardship/Funding Chair				
Treasurer/Finance Officer				

Continue on other side

Director or Chair of Christian Education				
Youth Director or Advisor(s) (Jr. High)				
Youth Director or Advisor(s) (Sr. High)				
Children's Coordinator				
Dogwood Acres Contact Person				
Evangelism Chair or Contact				
2 Cents A Meal Contact Person				
Global Missions Chair or Contact				
Older Adult Coordinator or Contact				
Young Adult Group Coordinator or Contact				
Presbyterian Men Contact				
Presbyterian Women Contact				

Date our officers began serving: _____ *Please complete and return this form as soon as possible.*