



Request Time Off Form

Please complete and return to Bishop Oliver's office for review.

**Submit 10 days in advance*

INFORMATION

Today's Date:	
Name:	
Request Dates:	
Title:	
Phone :	
Email :	

MINISTRIES Check what ministries you oversee

☐ Children's Church	☐ First Touch	☐ Women's Group	☐ Men's Group	☐ Altar
☐ Youth	☐ Music	☐ Media	☐ Food	☐ Elder
☐ Cleaning	☐ Adjutant	☐ Deacon	☐ Minister	☐ Outreach

Reason:

☐ Approved	☐ Denied
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Bishop Signature

