



CHINESE CHRISTIAN CHURCH
雪梨華人基督教會

100 Alfred Street, Milsons Point, NSW 2061 Tel: 9955 2800
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CHURCH KEY APPLICATION FORM

INSTRUCTIONS

- (1) Complete this form if you need to hold a key to access the church premises on a regular basis due to the nature of the role that you play in church ministry. If you need to access church premises infrequently or occasionally, then you can borrow a temporary key from Church Office without holding a key.
- (2) Seek endorsement from a Pastoral Team member or Congregational Deacon Chair.
- (3) Pastoral Team member/Deacon Chair or you return the completed and endorsed original form by placing it in the Board Letterbox on the top of the stairs in the foyer.

APPLICANT'S DETAILS

Name						
Email						
Mobile Number						
Role	Elder <input type="checkbox"/>	PT <input type="checkbox"/>	Deacon <input type="checkbox"/>	Office <input type="checkbox"/>	Other <input type="checkbox"/>	
Congregation	9:15 Eng <input type="checkbox"/>	11:15 Eng <input type="checkbox"/>	4pm Eng <input type="checkbox"/>	Cantonese <input type="checkbox"/>	Mandarin <input type="checkbox"/>	Redeemer <input type="checkbox"/>
Ministry						

ADDITIONAL INFORMATION

Do you currently hold a church key?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Reasons for holding a church key:		

APPLICANT'S SIGNATURE

I wish to apply for a copy of the church key.

Signature: _____

Date: _____

**PASTOR TEAM MEMBER'S OR CONGREGATIONAL DEACON CHAIR'S ENDORSEMENT
(*Endorsement is not required for applications from BoE members or Church Office staff)**

I endorse this application. I will inform the Church Office as soon as the applicant ceases to perform the role that justifies him/her to hold a key.

Signature: _____

Print Name: _____ Date: _____

OFFICE USE ONLY

This Application is:

Approved

Declined

Reason:

KEY PICK UP (*To be completed when the key is issued)**APPLICANT'S SIGNATURE**

I hereby accept the responsibility of holding a church key and use it only for ministry related purposes. As the key remains Church property, I will return it to Church Office as soon as I cease to perform the role that justifies me to hold a key. I will inform the Church Office as soon as possible if the key is lost. I will be liable for the cost of a replacement key (\$30) should I lost my copy of the key.

Signature: _____

Date: _____

OFFICE USE ONLY

I have distributed one copy of the key to the applicant.

Signature: _____

Date: _____

*File the form, both hard and soft copy, in Key Register. Update member record in Elvanto.