Your Name
Church Name

Street Address

City, ST ZIP Code

Date

Rev. Rollie Miller, District Superintendent

Anaheim District Church of the Nazarene

10900 183rd Street, STE 330

Cerritos, CA 90703

Dear
Rev. Rollie Miller:

I am writing to request approval for the following employees at **Your Church Name Here**.

General Ministerial Staff (Elders):

Rev. Stone Part Time Assistant Pastor

Rev. Pebble Part Time Children’s Pastor

Rev. Roca Part Time Hispanic Ministries

General Support Staff (Paid):

Minnie Mouse Full Time Office Manager

Daffy Duck Part Time Custodian

Mickey Mouse Part Time Worship Leader

General Support Staff (unpaid):

Jane Doe Part Time Pastoral Care (District Licensed)

John Doe Part Time Pastoral Care (Elder)

Leo Lion Part Time Korean Ministries (Lay Leader)

Tonya Tiger Part Time Filipino Ministries (Elder)

Larry Leopard Part Time Arabic Ministries (District Licensed)

Thank you for your time and consideration of my request.

Sincerely,

Rev. Awesome