

**The River Church**

**Meeting Request Form**

\*Completion of this form and submission to the Executive Pastor is required at least two (2) weeks prior to requested meeting date for review and to schedule. In order to be considerate of time, requested meetings may not exceed one (1) hour. When approved, the Executive Pastor will contact you to schedule the meeting date and time. Please be advised that urgent matters should be communicated via other means (i.e. phone or e-mail).

**Please indicate one of the following requests:**

- Request to meet with Senior Pastor**
- Request to meet with Executive Pastor**
- Request to meet with Executive Pastoral Staff**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Designation:**  **Employee/ Paid Staff**  **Ministry Leader/ Ministry Co-Leader/ Minister**  **Volunteer**

**Ministry:** \_\_\_\_\_

I wish to waive the right of my Manager/ Ministry Leader present during the meeting. If not waived (i.e. if box is not checked), your Manager/ Ministry Leader may be present during the meeting.

**Purpose of Meeting:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Availability for Meeting:**

**1<sup>st</sup> Option (Date & Timeframe):** \_\_\_\_\_

**2<sup>nd</sup> Option (Date & Timeframe):** \_\_\_\_\_

**3<sup>rd</sup> Option (Date & Timeframe):** \_\_\_\_\_

**This Meeting Request is:**  **Time Sensitive**  **Personal**  **Other**

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*To be completed by Senior Pastor or Executive Pastor*

Date Reviewed: \_\_\_\_\_ Meeting Date & Time: \_\_\_\_\_

Issue Resolved: \_\_\_\_\_

More information needed (follow up meeting scheduled): \_\_\_\_\_

Other (Plan of Action): \_\_\_\_\_

\_\_\_\_\_