

**WHO DO I CALL FOR HELP AND INFORMATION  
ALFRED STREET BAPTIST CHURCH**

DESCRIPTION	RG	MPM	RT	BF	JL	TS	KK	SM	BB	VC	HS	RECEPTIONIST
Appointments w/Pastor	1											
Schedule rooms					2			1				
Report sick/deaths	3				2			1				4
Schedule baby dedications					1	3		2				
Bulletin/WEB notices/Monitors	2	1							3			
Schedule weddings	3				1						2	
Requests supplies					1			3				2
Requests checks				1				3		2		
Discipleship Lists					3	1	2					4
Contribution statements						1	2					
Trips and special projects	3	1			2							
Requests printing and copying	3							2	1			
Food, paper products, beverage orders	2				1							
Ministry attendance						1	2					
Paying bills				1						2		
Budget balance and flow thru accounts				2						1		
Event planning		1			2			3				
Event rentals		3	2		1							
Reservations/speaker approval	1	2			3							
Small Purchases				2	1							

RG=Rosette Graham  
TS=Tamara Smith  
HS=Harriet Smith

MPM=Ministry Program Manager  
Kathy Keyvani

RT=Rachel Taylor  
SM=Sybil Marshall

BF=Brenda Farrare  
BB=Barbara Brown

JL=Jackie Lewis  
VC=Venus Coley

Vendor History				1	3					2		
Description	RG	MPM	RT	BF	JL	TS	KK	SM	BB	VC	HS	Receptionist
Ministry Events	2	1										
Communications	2	1										
Secretarial Support								1				2
NSF Checks				1						2		
Flow Thru Accounts				2						1		
Shipping/Receiving			3		1							2
On-line Giving				2		1	4			3		
On-line Purchases				3					1	2		
Church Records					1	2		3				
ACS				1	3	2						
IT					1							
Closings					2			3				1
Computer Lab			2		1							
Copying (walkins)								2	3			1
Bulk Mailing						1	2	3				
Contracts & Agreements	3	2			1							
Campus Security			1		2							
Building Access			1		2							

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