

## Church Directory Information

### Please read this BEFORE you update your Directory Information!

The ARP Office of Central Services maintains a database for preparing the *Minutes of Synod*. For the *Minutes* to be accurate, the information we receive from you must be accurate.

Enclosed is a print-out of the current information we have for your church. Please review each page carefully and make corrections as follows:

- Mark changes on the enclosed form. If any information on the form is incorrect, please simply strike through it once (making sure the information is still legible) and print or type the new information next to the old information. If you wish to retype the directory, please send the enclosed copy along with the new copy so that we can accurately amend our records. Please include information for the following staff positions, if applicable:

Pastor	Treasurer	Jr. High Contact
Associate Pastor	Music Director	Sr. High Contact
DCE	Youth Director	Jr/Sr High Contact (if combined)
Clerk of Session	Administrative Assistant	Women's Ministries
Diaconate Chairman		

- Employer Identification Number – Is the Federal EIN correct? If your church does not have an EIN, you need to make application to the IRS, using Form SS-4. Contact Paul Bell at [pbell@arpsynod.org](mailto:pbell@arpsynod.org) for assistance.
- Number of Bulletin Inserts – Is the number listed sufficient for the Special Offerings at Easter and Thanksgiving? If so, please write “OK.” If not, change the number (using increments of 25).
- If anyone on your mailing list wishes to receive mail at the church address rather than the home address, please check the “Mail to Church” box. Please include the home address for reference.
- If any of the directory information changes during the year, please contact Leland Beaudrot ([leland@arpsynod.org](mailto:leland@arpsynod.org)) or Cindy Scott ([cscott@arpsynod.org](mailto:cscott@arpsynod.org)) by email or phone (864-232-8297).

Thank you! We truly appreciate your assistance with this information.