



# New Creation Church of San Diego

## Member-At-Large Communication Form

We want you to know here at New Creation Church we care about you; the partners, and encourage you to share with us your questions, comments, concerns, ideas, and compliments in areas related to the spiritual well-being of our church family. It is important and necessary to hear from you for the continued growth and prosperity of our church. **Please Note: All comments must be completed in writing with a signature to support the validity of the submission.** Names will be kept confidential and only used to follow-up with the individual(s), unless the not confidential box has been checked.

**Check all appropriate boxes below to indicate type of communication and best form of contact. Please when completing this form print clearly.**

- Compliment     Concern     Idea/Suggestion     Question

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Contact Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please write a brief statement: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

- Confidential     Not Confidential

**Best form of contact:**

- Home Phone or  Cell Phone (Best call time \_\_\_\_am or \_\_\_\_pm)     Email

Thank you for your comments, concerns, idea and compliments to help build up the spiritual well-being of our church. Respectfully Member-at-Large

## Member-At-Large Process

The purpose and use of this form is to ensure that all partners are given an opportunity to provide comments, questions, concerns and any compliments relating to the spiritual well-being of New Creation Church.

Member-at-Large forms are available in Partner Services, Time Square (near Church Office), Greeter desk (located at church front entrance) or online at [www.nccofsd.org](http://www.nccofsd.org) or you may submit at [mbratlge@nccofsd.org](mailto:mbratlge@nccofsd.org) (form not required).

1. Submit communication form to the current member-at-large mailbox or email (form not required)
2. Member-at-large will notify within 5 days via email (if applicable) or by phone of receipt of the submission.
3. Allow up to 30 days for communication responses. (some inquiries may require less time)

The member-at-large may contact the partner for clarity if needed, and may ask at that time to have the content of the submission confirmed with the information on the member-at-large form. If the matter can be resolved at that time, it will be considered the final outcome, and closed out.

If board communication is required, the partner will be notified via email or phone of the process of items going before the Executive Board (4th Tuesday of the month)

The member-at-large will notify partner of the outcome by email, phone or a meeting if required. If the member-at-large submission is after the 4th Tuesday of the month, please allow time for the next Executive Board meeting.

All submission not requiring Executive Board communication will be presented to appropriate level of church leadership and a response will be provided by the member-at-large on the outcome of the inquiry, question or concern.

All Compliments will be shared with the appropriate leaders, teams, staff, and the Executive Board.

Psalm 133:1 Behold how good and how pleasant it is for brethren to dwell together in unity!

For Official Use Only

Final Results: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check One:     Results Communicated         Results Deferred

Member-At-Large Signature: \_\_\_\_\_