

Service Relief Request



Parish	
Requested by	

Date				
Time				
Place				
Service				
Local contact details (name, phone, email)				
Comment				

Signature

Signature _____ Date _____

Please keep a copy of this form for your records. Please submit marked 'Attention: Payroll'. Email – payroll@bendigoanglican.org.au, Fax – 5441 2173, Mail – Registry, PO Box 2, BENDIGO VIC 3552

Registry use only

Action	Responsibility of	Completed	Date
Received and reviewed	Finance and Administration Manager		
Recorded in payroll register (relief)	Finance and Administration Manager		
Relief form attached to leave form if applicable	Finance and Administration Manager		
Forwarded to Executive Assistant	Finance and Administration Manager		
Relief form forwarded to relief co-ordinator	Executive Assistant		
Relief Clergy appointed	Relief Team		
Recorded in payroll register (Relief)	Relief Co-ordinator		
Parish Clergy/Warden/s advised as to relief arrangement	Relief Team		
Filed in relief folder (Relief Co-ordinator's Office)	Relief Co-ordinator		