



The Mission of St. Francis of Assisi Parish in Springfield, PA is to be disciples. Centered in the Eucharist, we are called to encounter, follow and imitate Jesus's way of life through the humble example of our patron, St. Francis of Assisi

St. Francis of Assisi Parish

Ministerial Needs Evaluation

EXHIBIT I

(REQUEST FOR APPROVAL/PRIORITIZATION)

A Request for 'Ministerial Needs' is to be completed by the Ministry/Organization Leader and should include specific details about the purpose of the request. Requests should remain focused on how it contributes to carrying out some aspect of the parish's mission and how this will address the needs of the parish, our parishioners and/or the needs of those the parish serves. Requests are to be submitted to the Parish Business Office. Requests will be reviewed by the Pastoral Council and Finance Council for consideration and prioritization.

DATE OF REQUEST:	____/____/____
MINISTRY/ORGANIZATION:	
ORGANIZATION LEADER:	
ORGANIZATION. LEADER PHONE:	
ORGANIZATION. LEADER EMAIL:	

REQUEST FOR:	NEEDS FREQUENCY:
<input type="checkbox"/> FUNDS AMOUNT REQUESTED: \$ _____ <input type="checkbox"/> GOODS <input type="checkbox"/> SERVICES <input type="checkbox"/> OTHER	<input type="checkbox"/> 1-TIME ONLY. [MONTH/DATE NEEDED: _____] <input type="checkbox"/> ANNUALLY. [MONTH/DATE NEEDED: _____] <input type="checkbox"/> MORE THAN ONCE @ YEAR. [MONTHS/DATES NEEDED: _____] <input type="checkbox"/> OTHER [PLEASE EXPLAIN]:

DETAILED DESCRIPTION OF REQUEST [INCLUDING SPECIFIC USE OF FUNDS, GOODS AND/OR SERVICES]:

SUPPORTING DOCUMENT(S) [ATTACH ANY PERTINENT DOCUMENTS]

1. _____ 2. _____ 3. _____

+++++ FOR PASTORAL COUNCIL & FINANCE COUNCIL USE ONLY +++++

RECEIVED BY (PBO):		DATE RECEIVED:	____/____/____
SUBMITTED TO (PC & FC):		DATE SUBMITTED::	____/____/____
REVIEWED BY:		DATE REVIEWED:	____/____/____
APPROVED BY:		DATE APPROVED:	____/____/____

DECLINED: DEFERRED: REASON: