



Church Of God In Christ, Inc.
Kentucky First Ecclesiastical Jurisdiction
Office of the Jurisdictional Secretary - Standard Operating Procedures

Address / Name Change

Procedure Number: KY1-SOP-008	Date Created: June 1, 2016
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Terms:

- OJS** – Office of the Jurisdictional Secretary
- OGS** – Office of the General Secretary

1. PURPOSE:

- The purpose of this document is to explain the process for updating Personal and Church information (Name and/or Address) with the Office of the Jurisdictional Secretary

2. PROCEDURE:

1. Pastors and Credential Holders
 - a. Complete and mail the attached form to the Office of the Jurisdictional Secretary (OJS)
2. Office of the Jurisdictional
 - a. Upon receipt, the office will contact the individual who submitted the form to let them know it has been received
 - b. The office will update the information in the Jurisdictional database

Kentucky First Jurisdiction

Address / Name Change Form

- Address Change**
 Name Change

PERSONAL INFORMATION

Name				
Mailing Address				
City		State		Zip Code
Email Address				
Home Phone		Mobile Phone		

CHURCH INFORMATION

Name				
Mailing Address				
City		State		Zip Code
Email Address				
Home Phone		Mobile Phone		

For OJS Use Only:

Date Received by OJS		Date Updated in Jurisdictional Database	
Updated by			

Please mail completed form to:
Kentucky First Church of God in Christ
Office of the Jurisdictional Secretary
P O Box 728
Radcliff, KY 40159
Attn: Sonya Brown

~OR~

Email completed form to:
Ky1secretary@outlook.com