

HANDYMAN MINISTRY

Request for Handyman/Consultation Assistance



NAME _____ Date of Request _____

Address _____

Phone _____ Email _____

Date Service/Consultation Needed _____

Please indicate below the expertise needed from service provider. If not listed, check **Other and specify in description**. Please provide as much detail as possible below describing the specific service being requested.

<u>CHECK</u>	<u>AREA OF EXPERTISE NEEDED</u>	<u>CHECK</u>	<u>AREA OF EXPERTISE NEEDED</u>
	Construction		Landscaping
	Carpentry		Masonry
	Computing Software/Hardware Consultation		Painting
	Design/Construction		Plumbing
	Electrical		Woodworking
	Electronics		Wallpapering
	Gardening		Writing
	General Repair Work		Yard work
	Home Repair/Improvement		Other

DESCRIPTION OF SERVICE REQUEST - Indicate whether you are **requesting advice/ information or requesting assistance** in the completion of a specific job or task. (Attach another page if space needed)

RETURN FORM TO CHURCH OFFICE OR PLACE IN CARE MINISTRY SERVICE REQUESTS BOX AT THE INFORMATION CENTER. QUESTIONS OR NOT SURE IF YOUR TYPE OF SERVICE REQUEST CAN BE PROVIDED – EMAIL HANDYMAN@FIRSTTRINITY.COM

“Each one should use whatever gift he has received to serve others..” 1 Peter 4:10a

A TTRACT CARE TRANSFORM SERVE

The mission of this ministry is to provide minor repair services for members of the church primarily seniors, homebound, and single parents. What we mean by minor for example is that we are looking to do things like repair a leaky faucet, replace a faulty electrical outlet, or unplug a stopped up sink. What we are not about is major work that would normally be accomplished by a licensed contractor such as installing a room addition, replacing a floor or major roof repairs. We may also be available to provide consultation/advice based on experience or expertise about areas identified above.

Here's how it works:

1. Complete the form on the reverse side and place in Handyman Service Request Box at the Information Center or return to church office. The Handyman Ministry Coordinator can be contacted directly if it is not possible to bring the form to the church.
2. Requests for assistance will be reviewed minimally once a week by the Handyman Ministry Coordinator. If further clarification is needed you will be contacted by the Ministry Coordinator.
3. The Ministry Coordinator will contact volunteer service providers to determine if our ministry can provide the service requested.
4. The Ministry Coordinator will call you back to confirm that the service can be provided. The volunteer service provider will then be put in contact with you to setup a mutually convenient time to provide the service.
5. **You will be required to complete a release document prior to our volunteers beginning the work to be done. This document limits our liability – work cannot be started until the document is signed by the person owning the home. This document will be provided to you by our Ministry Coordinator or it can be obtained from the church office.**
6. Our Volunteers will come (we always will send two volunteers for your protection) at an agreed upon time. If you have agreed to purchase parts, please have them there. **Unless special arrangements have been made, the Handyman Volunteers WILL NOT bring parts...they are YOUR responsibility. If transportation is a problem for you, the Handyman volunteer will take you to the store to purchase the parts.**
7. We'll call back after the service call to check and make sure that you are happy with the work.

Not all requests can be met by the Handyman Ministry. Each need will be prayerfully considered and presented to our volunteer team. We will contact you ASAP. If there is an immediate need, please call the church office 835-2220.