

# Request to Change Member Information



**St. Bartholomew's Episcopal Church**  
16275 Pomerado Road, Poway, CA 92064  
Phone (858) 487-2159 Fax (858) 487-2324  
[office@stbartschurch.org](mailto:office@stbartschurch.org)

Please use this form to update or to correct your address, phone number, e-mail, *etc.*, within our mailing list and church directory database.

After printing and filling in this form, either fax it to us (at the number at top right) or send it to us by mail. Thanks!

Today's date (mm/dd/yy) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name (First/MI/Last)\_\_\_\_\_ (M)\_\_\_\_\_ (F)\_\_\_\_\_

If changed\*: Home address (street/city/zip)\_\_\_\_\_

If changed\*: Home phone (\_\_\_\_\_)\_\_\_\_\_ Cell (\_\_\_\_\_)\_\_\_\_\_

If changed\*: E-mail \_\_\_\_\_

If changed: Business phone (\_\_\_\_\_)\_\_\_\_\_

If changed: Marital status \_\_\_\_\_

If changed: Children (names / birthdates)\_\_\_\_\_

Add me to (or  remove me from) following ministry:\_\_\_\_\_

Mail pledge envelopes to the home address I provided above.

Change my status to:  Member  Inactive  I am now living outside parish's geographic range

My name is \_\_\_\_\_ and as a loved one of the person whose name is above,  
I ask you to record that s/he passed away on \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Comments / other information to add or to correct: \_\_\_\_\_

The three items on lines with an (\*) above will appear in the next publication of our church directory which is mailed at intervals to church members. If you do not want your address or phone or e-mail to appear in the published directory, please write "Do not show" on the corresponding line(s) above. *But please include your name so we'll know who you are* :)  
Thank you for helping us update our records. We apologize for any previous errors.

For office use only: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date entered into Shelby database