

Me, You, & GOD

CHURCH ADMINISTRATOR AUTHORIZATION

Complete both pages. Give a copy to the administrator and keep a private church copy.

Church legal / official name

Church official website and country

Pastor name, title, and verified account email

Designated administrator full name and verified account email

1. Church authorization and scope

The church, through the pastor signing below and subject to its governing authority, authorizes the named individual to publish and manage their church event listings and announcements, and use approved church-to-church messaging on Me, You, & GOD. This authorization is personal to the named account and may not be transferred or shared.

A church may have up to five active publishing administrators. The verified pastor may supervise and revoke access without being a publishing administrator; publishing by the pastor also requires a place on the five-person roster and a signed authorization.

2. Administrator responsibilities

Before publishing, confirm permission to represent the church; the event name, public venue address, date, start time and time zone; admission prices, currency and known additional charges; whether tickets or reservations are required; and a working official purchase or registration link. Obtain permission to use flyers, images, and other content.

Use your own verified account, keep sign-in credentials private, follow community rules, protect personal information, and promptly correct or cancel inaccurate listings. Never publish private home addresses, identity documents, payment credentials, or confidential church records. Report suspected account misuse promptly.

Once the site owner verifies the pastor, the pastor may add or remove up to five publishers for their own church. After this signed authorization is reviewed and the roster enabled, the designated account may publish complete events and announcements immediately for that church. Pastor-only announcements remain restricted to verified pastors and site-owner moderation. The church remains responsible for its event operations and organizer-provided information. The site owner may hold or remove a listing or suspend access.

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Removal requests, signatures, and activation record

Repeat church name and designated administrator name

3. Ordinary removal requests - up to three calendar days

Request removal through the private Church publishing access page, or contact meyouandgod@inyourlanecustoms.com from the authorized account email. Ordinary requests may take up to three calendar days after receipt to complete. Access may be removed sooner. This processing window is a platform procedure, not a statutory deadline.

An administrator may request removal of their own access. A verified pastor or the site owner may request removal of any designated administrator for that church. Requests about another church require that church's authorized pastor or the site owner to act.

4. Pastor's immediate removal authority

The verified pastor may revoke any designated administrator's publishing access at any time through the private pastor controls, without waiting three days or obtaining that administrator's consent. The site owner may also revoke access immediately. Do not wait for ordinary processing if an account is compromised or misuse is suspected.

Removal ends future instant-publishing permission. Existing event listings are not automatically deleted. The pastor or site owner should separately request correction, cancellation, or removal of affected events. The original may be archived in restricted private Drive. Only after the site owner opens and compares the saved copy may the website PDF be removed. Role, authorization status, and private archive metadata remain on site. Deleting a profile does not automatically erase retained records. Records may be retained as needed for administration, security, disputes, and applicable recordkeeping duties.

5. Signatures and acknowledgment

Pastor: I confirm that I have authority under the church's governance to designate this person and to revoke their access. Administrator: I accept this limited authorization, the responsibilities above, and the removal procedures. We authorize private storage of this form for access administration and will each retain a copy.

Pastor signature and date

Designated administrator signature and date

6. Site activation record (completed privately by the site owner)

Authority checked by / date / signed form reference

Activation is effective only when the account is on the enabled church roster and its signed authorization is reviewed. Proof of pastor authority stays in private Drive; archiving is manual. A typed name alone on an unsigned blank form does not activate an account. Complete and review this template under the church's governance and applicable law.