



"TRANSFORMED PEOPLE, TRANSFORMING THE WORLD"
MATTHEW 28:18-20

Dear Cluster Leaders and Ministry Leaders.

Grace and peace to you.

We would like to share an important update regarding administrative support provided by Sis. Rita Mays. Sis. Rita is available to provide administrative support for all ministries, and we are grateful for her service.

To ensure that all communications and requests are handled efficiently and in a timely manner, we ask that the following guidelines be observed:

Mailings & Communications:

Please ensure that all mailings receive prior approval from your respective cluster leader and Director of Communications before being submitted for processing.

Copy Requests:

All copy requests should be submitted with at least **24 hours' notice** to allow adequate time for completion.

Office Hours:

Administrative support is available during office hours, **8:00 AM – 4:30 PM**.

Urgent Requests:

For any last-minute or urgent needs, please call the office directly to confirm availability and support.

We appreciate your cooperation in helping us maintain an organized and efficient workflow. Your partnership ensures that we can continue to serve effectively and with excellence.

If you have any questions, please feel free to reach out.

Blessings,
Ambia McClendon
Campus Manager
Allen Temple Baptist Church

8501 INTERNATIONAL BOULEVARD · OAKLAND, CA 94621
(510) 544-8910 · FAX (510) 544-8918 · WWW.ALLEN-TEMPLE.ORG

Rev. Dr. Jacqueline A. Thompson
SENIOR PASTOR

Deacon Kendra Roberts-McClure
DEACONS MINISTRY

Ms. Wanda M. Oliver
TRUSTEE MINISTRY

Dr. J. Alfred Smith, Sr.
PASTOR EMERITUS (IN MEMORIAM)

Deaconess S. Jamila Buckner
DEACONESS MINISTRY

Mrs. Lynelle M. Lewis
CHURCH CLERK