



## Request Form for Mennonite Church USA Constituent Information

All requests for access to the congregational database and mailing list information must be approved by Camille Dager (CamilleD@MennoniteUSA.org), Chief Communications Officer for Mennonite Church USA. Please allow a minimum of two weeks to complete your request.

\*Provide your name, contact information, and the name of the organization making the request:

\*What is the purpose of this request?

\*If mailing/emailing, what is the estimated date of the mailing?

\*Please clarify the information you are requesting below:

### For congregation information, check all that apply:

Current Active Congregations  
Current Active & Church Plants (each Conference records Church Plants differently so not all Church Plants are in our database.)  
Other (specify) \_\_\_\_\_

What congregation information are you requesting?  
ID#  
Congregation Name  
Congregation Mailing Address  
Congregation email address  
Conference  
Other (Specify) \_\_\_\_\_

### For pastor/credentialed leader information, check all that apply:

Pastors currently serving in MC USA Congregations  
Credentialed      All

With Credential type:  
Ordained  
License toward Ordination  
License for Specific Ministry

Credentialed Leaders (this includes chaplains, mission workers, administrative, education, etc. – not just those in church positions.)

What pastor/leader information are you requesting?  
ID#      Conference  
Pastor Name      Credential Type  
Pastor Mailing Address      Credential Status  
Pastor Email address      Other (Specify) \_\_\_\_\_

With credential status:  
Active  
Active w/o Charge  
Retired

All mailings must be in line with the purposes and values of Mennonite Church USA. Lists of constituents will not be sold or exchanged with organizations that are not part of Mennonite Church USA. Confidential information will not be disclosed in any sharing of lists.

### **Rate schedules and guidelines:**

- Mennonite Church USA agencies (Everence, Mennonite Education Agency, MennoMedia, Mennonite Mission Network and MHS ) and Anabaptist Disabilities Network can access the database without charge. The same is true for constituency groups (Iglesia Mennonite Hispana; African, Belizean & Carribean Mennonite Missionary Association; African American Mennonite Association; Asian Mennonite Ministries; Indonesian Mennonite Association; Native Mennonite Ministries; Mennonite Women USA; Mennonite Men, and the Queer Constituency Council).
- Non-profit Mennonite Church USA groups such as colleges, seminaries, camps, etc. may have access by paying a fee of \$50 per request.
- Non-profit organizations affiliated with Mennonite Church USA such as MEDA, Mennonite Central Committee, Mennonite Disaster Service, etc. may have access by paying a fee of \$100 per request.
- Requests for the mailing list by groups not included in or affiliated with Mennonite Church USA will be authorized by Mennonite Church USA's Chief Communication Officer on a case-by-case basis.
- At the time of the request, groups must specify how they will use the mailing list. Mailings must be in line with the purposes and values of Mennonite Church USA.
- Mailings by groups, other than Mennonite Church USA program agencies and constituency groups, cannot be for the purposes of fundraising.

### **Hard Copy and Electronic Mailings:**

- Advance notice is requested when Mennonite Church USA agencies; Executive Board ministries; area conferences; congregations; or churchwide boards, committees, or related organization wish to use the congregational database for mailing purposes.
- Please contact Camille Dager ([CamilleD@MennoniteUSA.org](mailto:CamilleD@MennoniteUSA.org)) with your mailing purposes and estimated dates of mailing/distribution. A list of Mennonite Church USA mailings will be maintained in order to advise churchwide agencies, conferences, and other groups of any overlaps of information being sent to constituents. As a courtesy, please send a copy of the mailing to the area conference(s) for information purposes.
- If you would like Mennonite Church USA to send your message in a dedicated email blast, there is an additional \$100 charge for set up and distribution. Please provide all content (copy, artwork, weblinks and a Mailchimp template, if able).
- Please note that Mennonite Church USA lists are not available for fundraising appeals from October-December, so as not to conflict with our own institutional appeals.

Please note: All list rentals are for one-time usage only. Please be sure to request an updated list for each new mailing. This ensures that you have the most up-to-date information and that your message will receive the attention it deserves.