

**Florida Conference of SDA
2019 EVANGELISM ASSISTANCE REQUEST**

Date Received: _____

Church Name _____ Pastor Name (printed) _____

Church Board Approval Date _____ Pastor Daytime Phone _____

A plan must be submitted with this form; please see instructions on Financial Policies Page

EXPENSE DESCRIPTION (please print or type)

AMOUNT

PREPARATION / MEMBERS & COMMUNITY

_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.

INVITATION / DECISION / REAPING

_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.

DISCIPLESHIP / MEMBER RETENTION

_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.

TOTAL ESTIMATED EXPENSES

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\$ _____.

INCOME

From Church	\$ _____.
From Offerings (Estimated)	\$ _____.
TOTAL ESTIMATED INCOME	\$ _____.

FLORIDA CONFERENCE ASSISTANCE REQUESTED \$ _____ for the year 2018

This request is invalid without your signature.

FOR CONFERENCE USE:

AMOUNT APPROVED: \$ _____.

MINISTRIAL FIELD ASSOCIATE APPROVAL _____

VICE PRESIDENT FOR PASTORAL MINISTRIES APPROVAL _____

TREASURER/UNDERTREASURER APPROVAL _____

EVANGELISM ASSISTANCE CONTRACT

Please read the Financial Policies for Evangelism Assistance before signing below.

I understand the **FINANCIAL POLICIES FOR EVANGELISM ASSISTANCE**, and agree to all the terms listed.

PASTOR SIGNATURE

DATE

FINANCIAL POLICIES FOR EVANGELISM ASSISTANCE

Please Read Carefully

Instructions for submitting a plan

Each request should include a description of the evangelistic process that will be inclusive of ⁽¹⁾preparation work with members and community, ⁽²⁾a step that includes invitation and decisions to follow Jesus and be baptized and ⁽³⁾a follow-up approach to discipleship and member retention. Such a description could include events and programs that will accomplish these purposes. The description should have a clear evangelistic intent and may be part of a larger evangelistic cycle and/or “lifestyle” of evangelism in the congregation. Your plan should be submitted along with this form to the Pastoral Ministries Department in the Florida Conference.

- **EVANGELISM ASSISTANCE REQUEST FORM** – Submit the completed Request Form to the Pastoral Ministries Department with the description of your plan.
- **EVANGELISM FUNDS** –
 - a. If the amount of the approved assistance is under \$1,000.00 please pay the expenses with local funds and send the receipts to the Pastoral Ministries/Evangelism Department; they will reimburse your church.
 - b. If the amount of the approved assistance is over \$1,000.00, you may request the full amount 30 days prior to the beginning of your plan. You will receive a check made payable to **your Church**. We will provide instructions to your church treasurer to allow you to manage the funds, and you should turn in all receipts to your church treasurer.
- **TREASURER** – Your **Church Treasurer** should act as treasurer. However, you should make sure all funds are used only for evangelistic purposes. You will be responsible to see that a report of the use of funds is returned to the Pastoral Ministries Department of the Florida Conference.
- **FINAL FINANCIAL REPORT** – A copy of the Evangelism Report will be sent to you with your letter of subsidy approval. This must be completed and turned in to the Pastoral Ministries Department no later than 60 days from the end of the program, or the end of December of the same calendar year, whichever comes first. We will expect you to submit a *report with copies of all receipts* before any new approved funds are dispersed for the following year.
- **INVOICES** – Our auditors require that a dated invoice or receipt must accompany every expenditure. Since all funds are going through the local church, ***your treasurer will keep all original receipts*** and they will be reviewed during the local church audit.

Funds allocated for Guest Speakers, Bible Workers, and Musicians must be handled according to Florida Conference policies. This includes receiving a W-9 and issuing a 1099 tax report for anyone paid more than \$599 per year. You must make certain that these procedures are being followed for payments to any individual. Please notify the Evangelism office for assistance with these procedures. **PLEASE CALL TO REQUEST THE APPROVED FUNDS THREE WEEKS IN ADVANCE OF DATE NEEDED AND LET US KNOW WHAT AMOUNT YOU WANT HELD FOR PAYMENT TO INDIVIDUALS, IF YOU DESIRE THE CONFERENCE TO PROCESS YOUR PAYMENT.**