**Florida Conference of SDA**

Date Received:

**2023 EVANGELISM ASSISTANCE REQUEST**

Church Name­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor Name (printed)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Board Approval Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pastor Daytime Phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A one page minimum plan is required in addition to this form**

**See instructions on financial policies page**

**EXPENSE DESCRIPTION (please print or type) AMOUNT**

*PREPARATION / MEMBERS & COMMUNITY*

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*INVITATION / DECISION / REAPING*

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*DISCIPLESHIP / MEMBER RETENTION*

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**TOTAL ESTIMATED EXPENSES** $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_

**INCOME**

From Church $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_

 From Offerings (Estimated) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_

 TOTAL ESTIMATED INCOME $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_

**FLORIDA CONFERENCE ASSISTANCE REQUESTED $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.\_\_\_\_ for the year 2023**

**This request is invalid without your signature**

**FOR CONFERENCE USE:** AMOUNT APPROVED: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 MINISTERIAL 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 terms listed.

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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 one-page minimum plan should be submitted along with this form to the Pastoral Ministries Department at the Florida Conference.

* **EVANGELISM ASSISTANCE REQUEST FORM –** Submit the completed Request Form listing the budget/expected expenses to the Pastoral Ministries Department with the one-page minimum plan.
* **EVANGELISM FUNDS** – After Treasury confirms your church’s accounts receivables are current and/or a payment plan is in place, a check will be made payable to your Church in the approved amount. 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 to substantiate the use of the funds.
* **RECEIPTS** – Receipts not submitted from previous years will impact the ability of the church to receive funds for the current year. Please work with your church treasurer to have a copy of the receipts and the Expense Report turned in from 2022 and previous years if not already submitted.
* **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 for ensuring the report on the use of funds is returned to the Pastoral Ministries Department of the Florida Conference.
* **FINAL FINANCIAL REPORT** – An Evangelism Expense Report form will be sent to you with the Evangelism Award letter. This must be completed and turned in to the Pastoral Ministries Department no later than 60 days from the end of the program, or no later than the end of December of the same calendar year, whichever comes first. You need to submit this report with copies of all receipts before any newly approved funds are disbursed for the following year.
* **INVOICES** – Our auditors require that a dated invoice or receipt 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 the IRS. 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 OR EMAIL TO REQUEST THE APPROVED FUNDS THREE WEEKS IN ADVANCE OF DATE NEEDED.