

**Florida Conference of SDA
2023 EVANGELISM ASSISTANCE REQUEST**

Date Received: _____

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
<i>PREPARATION / MEMBERS & COMMUNITY</i>	
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
<i>INVITATION / DECISION / REAPING</i>	
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
<i>DISCIPLESHIP / MEMBER RETENTION</i>	
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
_____	\$ _____.
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.

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 to the Pastoral Ministries Department with the one-page minimum plan.
- **EVANGELISM FUNDS** –
 - a. If the amount of the approved assistance is under **\$1,000, 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, you, the pastor, must request the full amount 30 days before the beginning of your plan. After Treasury confirms your church’s accounts receivable is current and/or a payment plan is in place, a check will be 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 **to substantiate the use of the funds**.
- **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 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.**