

**2010 EVANGELISM SUBSIDY REQUEST**

CITY \_\_\_\_\_

SPEAKER \_\_\_\_\_

Pastor  Visiting Evangelist  Lay Evangelist

LOCATION \_\_\_\_\_

STARTING DATE \_\_\_\_\_

CLOSING DATE \_\_\_\_\_

<b>I. <u>PREPARATION</u></b>	<b><u>EXPENSE DESCRIPTION</u></b>	<b><u>AMOUNT</u></b>
Home Bible Studies	_____	\$ _____
Home Seminars	_____	_____
Small Group Materials	_____	_____
Other Seminars	_____	_____
Bible Worker	_____	_____
Small Group Activities	_____	_____
Visitation Materials	_____	_____
Other _____	_____	_____

<b>II. <u>EVANGELISTIC MEETINGS</u></b>		
<input type="checkbox"/> Evangelistic Series	<input type="checkbox"/> Revelation Seminar	<input type="checkbox"/> Reaping Events
Bibles	_____	\$ _____
Attendance Awards	_____	_____
Handbills	_____	_____
Mailings	_____	_____
Decision Cards	_____	_____
Music Expense	_____	_____
Hall Rental	_____	_____
Other _____	_____	_____

<b>III. <u>DISCIPLING NEW CONVERTS</u></b>		
Follow-up Material	_____	\$ _____
Spiritual Gifts Assessment/Placement	_____	_____
Spiritual Formation Training	_____	_____
Ministry Training	_____	_____
Other _____	_____	_____

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

<b>INCOME</b>	
From church	\$ _____
From Offerings (estimated)	_____
<b>TOTAL ESTIMATED INCOME</b>	_____
Conference Assistance Requested	_____

**PLEASE ATTACH A PLAN FOR ALL THREE AREAS AND MAIL IT WITH THIS FORM TO:**  
**Potomac Conference**  
**Associate of Pastoral Ministry/Evangelism**  
**606 Greenville Avenue**  
**Staunton, VA 24401**

NAME OF CHURCH \_\_\_\_\_

CHURCH BOARD APPROVAL DATE \_\_\_\_\_

PRINTED NAME OF TREASURER \_\_\_\_\_

TREASURER DAYTIME PHONE & E-MAIL \_\_\_\_\_

**FOR CONFERENCE USE ONLY**

**AMOUNT APPROVED:**    \$ \_\_\_\_\_

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**EVANGELISM COORDINATOR APPROVAL**

\_\_\_\_\_

**Date Paid**                  **Check Number**                  **Amount**

**THIS FORM WILL NOT BE PROCESSED WITHOUT YOUR SIGNATURE ON THE BACK OF THIS FORM → →**

## Evangelism Guidelines

In order for the Potomac Conference to be faithful stewards all projects must be reviewed and careful reporting must take place. In the past, evangelism has been event driven and in some cases little or no preparation has taken place. Successful soul winning is a process and in order for this to be a reality the church must be involved and committed. **The church must raise a portion of the cost of any outreach strategy.**

### General Principles

1. The event must focus on outreach or training for outreach and this may include any of the following:
  - a. Public evangelistic efforts down-linked or held by the pastor, lay people or a guest evangelist.
  - b. Programs for training members in soul-winning conducted by the pastor or a guest speaker.
  - c. Innovative approaches to soul-winning as approved by the Conference.
2. The subsidized event must include lay involvement.
3. The event must be part of a strategic plan for evangelism.
4. Whenever possible, the church should be involved in a coordinated plan of action with other area churches.

### Use of Funds

1. Advertising for Evangelistic events
2. Soul-winning training for pastors and lay people
3. Events for entering new areas and organizing new churches
4. Entry events that are part of an overall evangelistic strategy
5. Creative evangelism ideas, approved by the Conference, culminating in a reaping activity

**Request Form**— The Subsidy Request form is available from the Associate for Pastoral Ministry/Evangelism and online.

### PUBLIC MEETINGS REPORTING REQUIREMENTS

1. Your final report has to be submitted within 30 days of the completion of your evangelistic event. This is to include the Public Meetings Report and an expenditure report including all itemized receipts. The receipts should be originals and should include an explanation for the expense. Copies of a check can **ONLY** be used as a receipt if the payment is to an individual for a qualified expense (see below). A signed acknowledgment from the individual should be attached along with an explanation for the payment. (An example of this would be paying someone to prepare 10 meals at \$5 each = \$50). The Public Meetings Report is available online and will also be sent with the approval letter.
2. Entertainment and eating out should be kept to a minimum. Receipts for eating out must include the names of the people eating and the purpose of the meeting.

### UNACCEPTABLE REPORT ITEMS

1. HONORARIUMS TO BIBLE WORKERS, MUSICIANS, SPEAKERS:  
All payments for services to a single individual or company of \$600.00 or more within a calendar year is required to be reported to the IRS. If you intended to pay for services that will require reporting to the IRS the following options are available. This is the responsibility of each individual church:
  - A. Courtesy Payroll Process - Enroll the payee on Courtesy Payroll through the Conference Human Resource department 30 days in advance of payment. This option is best, and is strongly encouraged, when the payments are anticipated to be numerous and over a long period of time (multiple months).
  - B. 1099 Process - Obtain a W-9 Form (Request for Taxpayer Identification Number and Certificate) from the payee before services are rendered AND issue the payee a 1099MISC on or before January 31 of the year following payment and by February 28 to the IRS.
    - a. W-9 Forms and instructions are available through the IRS.gov website.
    - b. 1099 Forms have to be obtained directly from an IRS office or office supply store because they are multi part and can't be transmitted digitally.
2. The following items do not qualify for evangelism reimbursement:
  - a. Painting, repairs, and maintenance to your church;
  - b. Church utility bills;
  - c. Purchases of equipment such as video players, projectors, computers, etc., and
  - d. Auto repairs to personal/Bible Worker's automobiles.
3. If your church is currently renting a building, rent for the church building is **ONLY** acceptable when additional rent is charged if the church is used for additional time to hold the meetings. Then only the additional rent can be reported. The usual rent charge for the church should be paid from the local church budget.

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PASTOR, PRINTED NAME

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PASTOR'S SIGNATURE

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DATE