

An employee who wishes to hold a series of evangelistic meetings and desires a conference appropriation may apply for such as follows:

1. Fill out Evangelistic Meeting Budget request form in triplicate.
(Forms can be secured from the office of the VP for Administration)
2. Send all three copies to the Evangelism Committee for approval at least three months before the beginning of the series.
3. Notice of approval will be sent by the treasury department.
4. Funds will then be sent as requested.
5. To receive consideration for an appropriation, the series must be a full series of at least fifteen (15) meetings.
6. The funds advanced will be charged to the worker's personal account.
7. When the series is finished a report is to be made within 60 days to the treasury department in the envelope provided, as follows:
 - a. All offerings and gifts, including the conference appropriation, are to be included as income.
 - b. All expenses are to be listed and appropriately itemized bills included in the envelope.
 - c. No special offering shall be taken at evangelistic meetings that directly benefits an employee or team, nor shall items, including recordings, be sold for personal gain at evangelistic meetings.
 - d. All funds in excess of the expense are to be returned to the Potomac Conference with the report.
 - e. All funds are to be handled through a special checking account or local church account. These funds should never be mingled with the worker's personal funds.

When handled through the local church books, it will be necessary to photocopy all bills so the treasurer can retain the originals with the church records.

Evangelism – Pastoral Assistance

To qualify for assistance, the pastor must:

1. Do the preaching himself.
2. Incorporate at least 21 meetings into the series.
3. Hold the series within a minimum of 4 weeks and a maximum of 6 weeks.

Assistance is as follows:

1. **Equipment** – The pastor will receive an equipment allowance of \$100.00 for the series.

2. **Travel** – The pastor will receive a travel allowance of \$100.00 in addition to his regular district travel budget.
3. **Wife** - The pastor's wife is eligible for remuneration if she works in a major way for the series. This includes more than attendance at the nightly meetings and some minor role such as handing out songbooks. Examples of major participation are regular visitation, significant amount of typing, preparation of materials, etc. The remuneration is \$10.00 per hour up to a maximum of \$200.00.

Assistance is limited to one series per year.

It is the pastor's responsibility to inform the treasury department of his eligibility for the above assistance.