

**Florida Conference of SDA**  
**2024 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 the financial policies page.**

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

**AMOUNT**

*PREPARATION / MEMBERS & COMMUNITY*

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

*INVITATION / DECISION / REAPING*

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

*DISCIPLESHIP / MEMBER RETENTION*

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

**TOTAL ESTIMATED EXPENSES**

\$ \_\_\_\_\_.

**EXPECTED INCOME**

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

From Other Sources (Estimated) \$ \_\_\_\_\_.

**TOTAL EXPECTED INCOME** \$ \_\_\_\_\_.

**FLORIDA CONFERENCE ASSISTANCE REQUESTED \$ \_\_\_\_\_ for the year 2024**

**This request is invalid without the signature of the pastor.**

**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*

## One-page Plan Instructions

**Each** request must include a one-page plan for the evangelistic effort inclusive of (1) preparatory work with church and community members, (2) a step that includes invitations to accept Jesus and be baptized, and (3) a follow-up approach to discipleship and member retention. The plan may include events and programs that will accomplish these purposes. The plan must have a clear evangelistic intent and may be part of the congregation's larger evangelistic cycle and/or “lifestyle” of evangelism. Your one-page minimum plan must be submitted along with this form to the Pastoral Ministries Department at the Florida Conference.

- **EVANGELISM ASSISTANCE REQUEST FORM** – The pastor must submit the completed evangelism assistance request form and the one-page minimum plan to the Pastoral Ministries Department.
- **EVANGELISM FUNDS** – The Treasury Department will confirm that the requesting church’s accounts receivable are current and/or a payment plan is in place; a check will then be made payable to the church in the approved amount.
- **RECEIPTS** – Outstanding receipts will affect the probability of the church receiving further evangelism funds. Pastors must work with their church treasurers to submit copies of all outstanding receipts and the Evangelism Expense Report Forms.
- **TREASURER** – The church treasurer must act as treasurer. However, the pastor must ensure that all funds are used solely for evangelism. The treasurer is responsible for submitting the report to the Pastoral Ministries Department of the Florida Conference.
- **FINAL FINANCIAL REPORT** – An Evangelism Expense Report Form will be sent to the pastor along with the Evangelism Awards Letter. This must be completed and turned in to the Pastoral Ministries Department within 60 days after the conclusion of the evangelistic effort or before the to-be-announced date at the end of December of the same calendar year, whichever comes first. Failure to submit the expense report on time will affect the church’s probability of receiving evangelism funds in the future.
- **INVOICES** – The conference auditors require a dated invoice or receipt to accompany every expenditure. Since all funds are going through the local church, the treasurer will keep all original receipts, which will be reviewed during the local church audit.

Funds allocated for Guest Speakers, Bible Workers, and Musicians must be handled according to IRS standards. This includes receiving a W-9 and issuing a 1099 tax report for anyone paid at least \$600 or more during the tax year for services provided. It is pertinent that these procedures are followed for payments to any individual. Please notify the Treasury Department for assistance with these procedures. **PLEASE CALL OR EMAIL TO REQUEST THE APPROVED FUNDS AT LEAST THREE WEEKS IN ADVANCE OF DATE NEEDED.**