

# Budget Request for Evangelistic Meetings

(Revised 5/8/2018)

**Project Reference Name:** \_\_\_\_\_ **Lay or Reaping:** \_\_\_\_\_

Church Making Request: \_\_\_\_\_

Pastor/Leader: \_\_\_\_\_ Phone Numbers: (home) \_\_\_\_\_

(cell) \_\_\_\_\_ (office) \_\_\_\_\_ (email) \_\_\_\_\_

Address for subsidy check: Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**Campaign Information:** Who is preaching\*? \_\_\_\_\_

If guest: Qualifications \_\_\_\_\_ Current Employer \_\_\_\_\_

Is the speaker legally employable in the USA? ☐ Yes ☐ No

Where will the meetings be held? (City) \_\_\_\_\_ (Facility) \_\_\_\_\_

How many meetings will be held? \_\_\_\_\_ Which days of the week? S M T W Th F S

What is expected SDA attendance? \_\_\_\_\_ What is the expected non-SDA attendance? \_\_\_\_\_

Total expected attendance: \_\_\_\_\_ How many baptisms are anticipated? \_\_\_\_\_

Date meetings begin: \_\_\_\_\_ Date meetings end: \_\_\_\_\_

**Pre-work Information:** How many active interests have been developed? \_\_\_\_\_

How many Bible studies will be in progress prior to the meetings? \_\_\_\_\_

How many active interests are ready for baptism? \_\_\_\_\_

What friendship programming is planned prior to the meetings? (Check all that apply)

Health \_\_\_\_\_ Family Life \_\_\_\_\_ Children's \_\_\_\_\_ Educational \_\_\_\_\_ Social \_\_\_\_\_ Musical \_\_\_\_\_

Seasonal \_\_\_\_\_ Felt-Needed \_\_\_\_\_ Other \_\_\_\_\_ (describe) \_\_\_\_\_

How many members are prepared to invite family, friends and neighbors? \_\_\_\_\_

What is the active attendance of a typical church service? \_\_\_\_\_

**Follow-Up Information:** Are any follow-up meetings planned? (describe) \_\_\_\_\_

\_\_\_\_\_

How many are prepared to do follow-up Bible work? \_\_\_\_\_

What plans have been made for involving new members? (describe) \_\_\_\_\_

\_\_\_\_\_

What plans have been made for folding in new members socially? (describe) \_\_\_\_\_

\_\_\_\_\_

\*Preachers must be vetted. Minority preachers should be vetted by the Ethnic Coordinator. All others should be vetted by the Executive Secretary. Their signature must be present in order for the budget to be approved.

Signature of Ethnic Coordinator/Executive Secretary: \_\_\_\_\_

## Budget Information:

### **Budget for Speaker(s) and Staff** (Form W-9 must be completed before payments are issued):

Guest Speaker(s) Travel-(airfare) \_\_\_\_\_ \$ \_\_\_\_\_  
Guest Speaker Lodging \_\_\_\_\_ \$ \_\_\_\_\_  
Honorarium \_\_\_\_\_ \$ \_\_\_\_\_  
Car Rental \_\_\_\_\_ \$ \_\_\_\_\_  
Musician(s) (only if a licensed business or CCC employee) \_\_\_\_\_ \$ \_\_\_\_\_  
Child Care (only if a licensed business or CCC employee) \_\_\_\_\_ \$ \_\_\_\_\_  
Other (specify): \_\_\_\_\_ \$ \_\_\_\_\_  
**Sub-total for Speakers and Staff** \$ \_\_\_\_\_

### **Budget for Other Expenses:**

Facility Rental \_\_\_\_\_ \$ \_\_\_\_\_  
Advertising (describe): \_\_\_\_\_ \$ \_\_\_\_\_  
Materials (describe): \_\_\_\_\_ \$ \_\_\_\_\_  
Children's Program (describe): \_\_\_\_\_ \$ \_\_\_\_\_  
Equipment Rental (specify): \_\_\_\_\_ \$ \_\_\_\_\_  
Utilities (in excess of normal costs) \_\_\_\_\_ \$ \_\_\_\_\_  
Pre-work Costs (describe): \_\_\_\_\_ \$ \_\_\_\_\_  
Follow-up Costs (describe): \_\_\_\_\_ \$ \_\_\_\_\_  
Miscellaneous (specify): \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
**Sub-total for Other Expenses** \$ \_\_\_\_\_

\*Please describe the expenses or the expenses will not be approved.

**Total** \$ \_\_\_\_\_  
Subtract Anticipated Offerings \$ \_\_\_\_\_  
For office use only ---> Net Total Costs \$ \_\_\_\_\_  
For office use only ---> Church Portion 40% \$ \_\_\_\_\_  
For office use only ---> Conference Portion 60% \$ \_\_\_\_\_

Date approved by Church Board \_\_\_\_\_

Signature of Pastor \_\_\_\_\_

Signature of Head Elder/Clerk \_\_\_\_\_

Signature of Treasurer \_\_\_\_\_

Signature of Conference Evangelism Director \_\_\_\_\_

**Please note:** Budgets in which the Conference portion exceeds \$10,000 cannot be approved without an Evangelism Committee meeting vote (meetings are held four times annually). After your budget has been approved, 75% of funds from the Conference will be sent to the address given at the top, made out to the sponsoring church. The remaining 25% will be remitted after a complete Recap Report has been submitted to the Evangelism Department (see the Evangelism Meetings Policy document for more information). Please call the Evangelism Department at (559) 347-3165 with any questions. There is no funding approved for the purchase of equipment unless special arrangements are made with the Evangelism Director.

#### Office use only:

- |                                                    |                                               |                                           |
|----------------------------------------------------|-----------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> No outstanding recaps     | <input type="checkbox"/> Entered in computer  | <input type="checkbox"/> 75% advance sent |
| <input type="checkbox"/> Still under \$10,000/year | <input type="checkbox"/> Sent approval notice | <input type="checkbox"/> 25% recap sent   |