

CAROLINA CONFERENCE EVANGELISM SUBSIDY

Church: _____
 Mother Church (if Group Request): _____
 Pastor: _____
 Church Board Approval Date: _____
 Start Date: _____ End Date: _____
 Speaker: _____

FOR CONFERENCE USE ONLY

Event Number: _____

Amount Approved: _____

Evangelism Coordinator Approval _____

Number of Meetings: _____
 (REQUIRED)

☐ Pastor ☐ Visiting Evangelist ☐ Lay Evangelist

I. Preparation

Expense Description

Amount

Home Bible Studies	_____	\$ _____
Home Seminars	_____	\$ _____
Small Group Materials	_____	\$ _____
Other Seminars	_____	\$ _____
Bible Worker	_____	\$ _____
Small Group Activities	_____	\$ _____
Visitation Materials	_____	\$ _____
Other: _____	_____	\$ _____

II. Evangelistic Meetings

Expense Description

Amount

Bibles	_____	\$ _____
Attendance Awards	_____	\$ _____
Handbills	_____	\$ _____
Mailings	_____	\$ _____
Decision Cards	_____	\$ _____
Music Expense	_____	\$ _____
Hall Rental	_____	\$ _____
Other: _____	_____	\$ _____

III. Evangelistic Meetings

Expense Description

Amount

Follow-up Material	_____	\$ _____
Spiritual Gifts Assessment	_____	\$ _____
Discipleship Training	_____	\$ _____
Ministry Training	_____	\$ _____
Other: _____	_____	\$ _____

TOTAL ESTIMATED EXPENSES:

\$ _____

Income

Amount

From Church	\$ _____
From Offerings (estimated)	\$ _____
Conference Assistance Required	\$ _____
TOTAL ESTIMATED INCOME:	\$ _____

PLEASE ATTACH A PLAN FOR ALL THREE AREAS AND MAIL IT WITH THIS FORM TO:

Carolina Conference
 Ministerial/Evangelism Department
 PO Box 44270
 Charlotte, NC 28213
OR E-MAIL TO: lgonzalez@carolinasda.org

Pastor Signature: _____ Date: _____
 (REQUIRED)

In order for the Carolina 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 Ministerial/Evangelism Department. Funds for Pre-work may be requested in advance as needed and Meeting expenses 60 days prior to the event.

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 these needs to be dispersed through the Human Resources Department of the Carolina Conference.
2. The following items do not qualify for evangelism reimbursement:
 - a. Painting, repairs, and maintenance to your church;
 - b. Church utility bills;
 - a. Purchases of equipment such as video players, projectors, computers, etc., and
 - b. 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.