

# Kentucky-Tennessee Conference

## Budget Request Form (Reaping Meetings)

(Submit by October 1 for the Upcoming Calendar Year)

\*Must be accompanied by Evangelism Funding Agreement

Place \_\_\_\_\_ Estimated Population \_\_\_\_\_

Evangelist \_\_\_\_\_ Pastor \_\_\_\_\_

**Note: For Hispanic Meetings** please include the following information so that proper arrangements can be made with the employing organization for the evangelist to come (must give a 30 days advance notice):

**Where speaker is coming from (name of conference):** \_\_\_\_\_

**Contact person:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Date of Meetings: From** \_\_\_\_\_ **To:** \_\_\_\_\_

Number of sermons evangelist will preach \_\_\_\_\_

Number of sermons lay trainee will preach \_\_\_\_\_ (if a trainee is associated with the meetings)

### **Cost of Evangelist: (Get the information from the evangelist you are inviting)**

Remuneration	\$ _____	Per diem traveling to meetings	\$ _____
Lodging	\$ _____	Per diem during meetings	\$ _____
Travel to meetings	\$ _____	Miscellaneous	\$ _____
Travel during meetings	\$ _____		\$ _____

**Total Evangelist**      \$ \_\_\_\_\_

### **Advertising**

Direct Mail	\$ _____	Site Sign	\$ _____
Handbills	\$ _____	Radio	\$ _____
Newspaper	\$ _____	Television	\$ _____
_____	\$ _____	_____	\$ _____

**Total Advertising**      \$ \_\_\_\_\_

### **Materials**

Bibles	\$ _____	Decision cards/Attend.	\$ _____
Books/Literature	\$ _____	_____	\$ _____

**Total Materials**      \$ \_\_\_\_\_

### **Other Expenses**

Children's Program	\$ _____	Postage	\$ _____
Hall Rental	\$ _____	_____	\$ _____

**Total Other Exp.**      \$ \_\_\_\_\_

**Grand Total of All Expenses**      \$ \_\_\_\_\_

[Please continue on next page]

<b>Grand Total</b> (Repeated from front side)	\$ _____
<b>Less Appropriation from Local Church*</b> (20%)**	\$ _____
<b>Appropriation from Conference</b> (80%)**	\$ _____
<b>Grand Total</b>	\$ _____

\*This appropriation includes anticipated offerings

**\*\*Evangelism Funding Formula:** The conference will fund 80% of the total cost of public evangelistic meetings, while the local church is expected to contribute the other 20% (anticipated offerings can go towards the church's portion). In order to get the full 80% the church must complete eight vital actions on the Evangelism Funding Agreement. The conference will also fund 80% of approved outreach "bridging" events (up to a **cumulative funding cap of \$1,250 per year**) that are designed to serve the community and attract interests to a reaping event. *Please Note:* This funding is **contingent on a reaping meeting occurring within 12 months of the bridging event** (see Bridging Events Request Form on next page).

Send Check to:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Need to Receive Check by the Following Date \_\_\_\_\_

Date \_\_\_\_\_ Approved By \_\_\_\_\_ Check Sent \_\_\_\_\_

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### Evangelism Funding Agreement

**The conference will fund up to 80% of the reaping meeting, but in order to qualify for this funding your church board must fill out/vote/sign the attached Evangelism Funding Agreement. This agreement signifies your church's commitment to completing 8 preparatory actions before the start of the meeting in order to help ensure its success. The Conference Treasury will issue a check 30 days before the starting date of the public evangelistic meetings. However, before this check is released, the Conference Evangelism Coordinator and local pastor will consult each other and review the Evangelism Funding Agreement. The number of completed preparatory actions will be tallied and funding allotted accordingly (10% funding for each completed item up to a max of 80%).**

[Please continue on next page]

**Kentucky-Tennessee Conference**  
**Budget Request Form (Bridging Events)**  
 (Submit by October 1 for the Upcoming Calendar Year)

**Evangelism Funding Formula:** The conference will fund 80% of the total cost of public evangelistic meetings, while the local church is expected to contribute the other 20% (anticipated offerings can go towards the church's portion). The conference will also fund 80% of approved outreach "bridging" events (up to a **cumulative funding cap of \$1,250 per year**) that are designed to serve the community and attract interests to a reaping event. *Please Note:* This funding is **contingent on a reaping meeting occurring within 12 months of the bridging event.** **Give the date** for the follow-up reaping meeting: \_\_\_\_\_

TABLE INSTRUCTIONS: Please enter the "bridging events" for which you are requesting conference funds (remember that most seed sowing events remain the responsibility of the local church as part of its annual Personal Ministries/Evangelism budget). *NOTE: If you need more room to type in the table, you can change the font size and/or you can hit the "enter" key in a box and it will expand the space downward.*

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

<i>BRIDGING EVENT (description)</i>	<i>LOCATION</i>	<i>DATE</i>	<i>Total Cost (estimate)</i>	<i>Church Portion (20%)</i>	<i>Conference Portion (80%)</i>
<b>TOTAL AMOUNT</b> requested from conference: _____ (maximum amount of conference funding per year for combined events is \$1,250)					

Send Check to:

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Need to Receive Check by the Following Date \_\_\_\_\_

Date \_\_\_\_\_ Approved By \_\_\_\_\_ Check Sent \_\_\_\_\_

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[Please continue on next page]

## Check List for Maximum Evangelistic Impact:

- ✓ Pray individually and collectively for a baptism of the Holy Spirit
- ✓ Seek spiritual renewal, revival and reformation (revival weekends, 40 Days of Prayer, etc.)
- ✓ Appoint an Outreach Leadership Team to champion evangelism in the local church
- ✓ Challenge every department, ministry, and class to take on an outreach project
- ✓ Intercede daily for a *10 Most Wanted* prayer list. Provide a support system (small groups or prayer partners) where individuals intercede for each other's 10 Most Wanted prayer list and share how they've built "kingdom" friendships with the people on their list during the past week.
- ✓ Implement a discipleship process where members receive ongoing training in spiritual disciplines, ministry, outreach and disciple-making
- ✓ Prioritize Lifestyle/Friendship evangelism training
- ✓ Offer a variety of culturally relevant and community connected outreach activities where members can serve and get-to-know people in the community
- ✓ Create an active interest file whose names are regularly contacted
- ✓ Foster Bible study ministry teams who mail Bible study interest cards, give personal Bible studies, and operate a Discover Bible School
- ✓ Provide a warm, friendly environment on Sabbath mornings where guests are served with 5-star hospitality
- ✓ Operate a small group ministry (i.e. Bible Study, Prayer, Discipleship, Support/Accountability, Fellowship)
- ✓ Activate literature ministry teams to distribute tracts, magazines, Magabooks, and LE Big Books
- ✓ Formulate annual Healthy Church Plans including bridging and reaping evangelism
- ✓ Launch an intentional process for reclaiming former or inactive Adventist
- ✓ Include relational components in the reaping meetings (Row Hosts, Table Groups, refreshments, etc.)

## Important Reminders and Clarifications:

1. **Conference checks** will be mailed **30 days** before the starting date of the public evangelistic meetings unless otherwise specified or requested. However, **before this check is released**, the Conference Evangelism Coordinator and local pastor will consult each other and review the Evangelism Funding Agreement. The number of completed preparatory actions will be tallied and funding allotted accordingly (10% funding for each completed item up to a max of 80%).
2. **The Advertising/Attendance Report** which includes total attendance, SDA and non-SDA attendance and what influenced the decision of non-SDAs to attend, must be submitted to the Evangelism Coordinator's office by the pastor within 30 days of the final session of the event.
3. **The Baptism Report**, providing the results of the meeting, is to be sent to the Conference Evangelism Coordinator's office by the pastor within 30 days of the final session of the event.
4. **A Public Meeting Income & Expense Report** (available at [www.kytn.net](http://www.kytn.net)) is due to the conference associate treasurer 30 days after the conclusion of the meetings. In this "closeout" report, your treasurer will itemize all disbursements and offerings and will return a check to the conference for any unused portion (cash on hand). Thank you.
5. No funds for other events or pastor's equipment allowance will be released until the previous event's closing financial report is received.
6. Since we now have a conference evangelist—Kieth Noll, we are no longer able to hire contract evangelists from outside of the conference. If you decide to engage an outside evangelist, your church will need to absorb that extra expense.

## Kentucky-Tennessee Conference Evangelism Funding Policy—August 19, 2014:

1. The conference will fund up to **80%\*** of the total cost of public evangelistic meetings, while the local church is expected to contribute the other 20% (anticipated offerings can go towards the church's portion). \*The Conference will allocate **10% funding for each of the completed preparatory actions on the Evangelism Funding Agreement form, up to a max of 80%**. Five of these actions are compulsory and three are of the church's choice. Note: Churches that are 50 members (book) or less will only have to complete three of the compulsory actions and five of their choice. The purpose of these preparatory actions is to help ensure the success of the meetings and the prudent use of God's funds.
2. The following Regular Appropriation maximums will apply:
  - a) Up to \$5,000 for a Lay campaign of at least 20 sessions.
  - b) Up to \$7,000 for a Pastor's Campaign of at least 20 sessions.
  - c) Up to \$10,000, for a Conference Evangelist Campaign if the meeting is held in the church.
  - d) Up to \$12,000, for a Conference Evangelist Campaign if the meeting is held in a public hall.

In regard to these special distributions, consideration will be given to factors such as local church growth trends (tithes, attendance, baptismal growth, and # of baptisms during previous reaping series) and the local demographic context and population base. Requests for larger amounts will be considered by the Evangelism Committee on a case-by-case basis by special request.

3. The conference will also fund 80% of approved outreach "bridging" events (up to a **cumulative funding cap of \$1,250 per year**) that are designed to serve the community and attract interests to a reaping event. *Please Note:* This funding is **contingent on a reaping meeting occurring within 12 months of the bridging event**.

### Funding Procedures:

1. The budget amount approved by the Evangelism Coordinator and ADCOM (up to 80% of the total cost of the public evangelistic meetings) is available upon request **30** days before the opening session. However, **before this check is released**, the Evangelism Coordinator and local pastor will consult each other and review the Evangelism Funding Agreement. The number of completed preparatory actions will be tallied and funding allotted accordingly (10% funding for each completed item up to a max of 80%). Note: at the time the budget/agreement is originally submitted (by October 1 of previous year), it is understood that many of these preparatory actions will not yet be completed, but by the time the check is released, each item will need to be completed in order to get corresponding funding. The church is responsible for paying all bills related to each event.
2. The following reports must be submitted within 30 days of the final session of the event:
  - a) **The Advertising/Attendance Report** which includes total attendance, SDA and non-SDA attendance and what influenced the decision of non-SDAs to attend, must be submitted to the Evangelism Coordinator's office by the pastor within 30 days of the final session of the event.
  - b) **The Baptisms Report**, providing the results of the meeting, is to be sent to the Evangelism Coordinator's office by the pastor within 30 days of the final session of the event.
  - c) **The Final Financial Report** should be sent to the Treasurer's office by the event treasurer within 30 days of the final session of the event.
  - d) No funds for other events or pastor's equipment allowance will be released until the previous event's closing financial report is received.

# Kentucky-Tennessee Conference

## Evangelism Funding Agreement

**Instructions:** Please fill in the blanks and answer all questions. This form must accompany your budget request.

**Pastor's Name:** \_\_\_\_\_ **Church:** \_\_\_\_\_ **Date:** \_\_\_\_\_

1. **Will your church host a Spiritual Revival Series?** Yes No  
(Challenging members to go deeper with God and be filled with the Holy Spirit, thus igniting passion for the lost).  
What corporate prayer events (40 Days of Prayer, prayer vigil, prayer walk, etc.)  
will precede the reaping meetings? Please give a brief description of revival/prayer events below:

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2. **Has your church implemented a *Personal Prayer and Friendship Plan*?** Yes No  
(Members pray for 5-10 "kingdom friends" every day and engage in activities to deepen those friendships  
such as eating together, recreation, or serving practical needs).  
How many members are currently engaged in the Prayer and Friendship Plan? \_\_\_\_\_  
Do you need more information on this Plan or other Friendship Evangelism resources? Yes No

3. **Does your church have a variety of culturally relevant and community connected**  
**outreach activities (Get-To-Know-You events) occurring regularly?** Yes No  
Please give a brief description with dates below:

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4. **Does your church have an active Bible Study ministry?** Yes No  
(Mailing Bible study interest cards, giving Personal Bible studies, *Thunder*, Discover Bible School, etc.)  
How many members are actively engaged in giving Bible studies? \_\_\_\_\_  
Approximately how many active Bible studies are taking place? \_\_\_\_\_

5. **Does your church have an active interest file whose names are being contacted?** Yes No  
(Interests are current and updated and receive periodic mailings and visits)  
Approximately how many interests are in the file? \_\_\_\_\_  
How many of these interests are already attending church? \_\_\_\_\_  
How many do you anticipate being ready for baptism at the time of the reaping series? \_\_\_\_\_  
Will each interest receive a personal invitation to the reaping series? Yes No

6. **Choose a preparatory action (from attached list—circle item, or create your own below):**

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7. **Choose a preparatory action (from attached list—circle item, or create your own below):**

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8. **Choose a preparatory action (from attached list—circle item, or create your own below):**

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## List of Additional Preparatory Actions—To Choose From

1. **Does your church provide a warm, friendly environment on Sabbath mornings where guests are welcomed, served and cared for with 5-star hospitality?** Yes No

Give a brief description below:

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2. **Has your church implemented a discipleship process where members receive ongoing training in spiritual disciplines, ministry, outreach and disciple-making?** Yes No

Describe the process below:

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3. **Does your church operate a small group ministry?** Yes No

(Groups such as: Bible Study, Prayer, Spiritual Growth/Discipleship, Support/Accountability, Fellowship, Task, Free Market, etc.)

Approximately what percentage of attending membership is involved in Small group ministry? \_\_\_\_\_

How many non-members/interests are involved? \_\_\_\_\_

4. **Does the church have an organized and active Prayer Ministry?** Yes No

How many prayer groups are meeting on a regular basis? \_\_\_\_\_

Approximately what percentage of attending membership is involved in active prayer for the outpouring of the Holy Spirit and the conversion of souls? \_\_\_\_\_

5. **Has your church followed a strategic planning process where it has defined its Vision/Mission/Goals (including outreach)?** Yes No

Attach your Vision/Mission/Goals along with date approved by church board.

6. **Has your church done a Conflict Resolution/Reconciliation (Peace Maker) process?** Yes No

Describe the Process below:

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7. **Does your church have an active literature ministry team?** Yes No

(G.L.O.W. tracts, magazines, Signs box, Magabooks, LE Big Books, etc.)

How many members regularly share literature with others? \_\_\_\_\_

Approximately how many pieces of literature/books are given away monthly? \_\_\_\_\_

8. **Does your church have an intentional process for reclaiming former or inactive Adventists?** Yes No

Have you identified and listed the names of former or inactive Adventists in your area? Yes No

How many names are on this "Critical Care Unit" (CCU) prayer list? \_\_\_\_\_

Will each individual receive a personal contact and invitation to the reaping series? Yes No

9. **During the reaping meetings, will any of the following relational components take place?** Yes No

**Row Hosts:** sit every two rows throughout the audience and get to know guests in each section Yes No

**Table Groups:** meet for 15-20 minutes following the presentation and discuss heart questions Yes No

**Refreshments:** served at close of nightly meetings so members and guests can get acquainted Yes No

Name of Pastor: \_\_\_\_\_ Church: \_\_\_\_\_

Signature of Church Board Chair/Pastor: \_\_\_\_\_ Date of Action: \_\_\_\_\_

This agreement signifies your church's commitment to completing 8 preparatory actions before the start of the meeting in order to help ensure its success.