

# **Every Believer a Witness® Evangelism Training Revival**

## **3/13 AGREEMENT PARTICULARS**

Every Believer a Witness Ministries exists to help local churches fulfill the Great Commission. Our desire is to assist every church who requests it. The following financial information reflects our desire to keep the costs at a minimum while providing your church with an opportunity to invest in seeing thousands of other believers, often in small churches, begin to actively share the Gospel with others.

### **Confirmation Fee**

We do not charge a Confirmation Fee. However, cancellations are very hurtful, often resulting in no income for our ministry that week. So we ask you by signing, to commit to hold the Evangelism Training Revival on the agreed dates unless there is a bona fide emergency, rather than canceling because you decide to postpone it or switch dates to a more convenient time.

### **Materials Expenses**

- A. Promotional Materials: Every Believer a Witness Ministries provides at no cost a CD with electronic files of promotional materials for the church to have printed. These include bulletin inserts, five different posters, four short video clips, and a youth drama script.
- B. Tracts: Prior to your *Every Believer a Witness*, we will send you a list of recommended tracts and quantities, based of our experience with churches of various sizes. Upon your approval, we will have these shipped to the church so they can be labeled with your church information. We ask the church to reimburse us for these tracts plus shipping costs.
- C. Session Notes: Each person first grade and older at each Session receives a set of 8-page, 4 color Session Notes. (Children love it!). We ask that you reimburse Every Believer a Witness Ministries \$1 for each copy of Session Notes used, plus shipping (if the teacher does not bring them with him).

### **Trainer's Travel, Lodging and Meal Expenses**

The cost of the Trainer's travel, lodging and meals for *Every Believer a Witness*, including travel to and from, is paid for by the church. The Trainer will coordinate with you to make all travel arrangements, and will make every effort to keep these costs low. We ask that you provide lodging in a moderately priced hotel such as Hampton Inn or Holiday Inn Express, rather than a private residence. These expenses are paid by the church, in addition to, rather than deducted from, the Love Offering.

### **Love Offering**

Every Believer a Witness Ministries is primarily sustained by the Love Offerings received from churches where we minister. We ask the Senior Pastor to share about the impact of giving, and take a separate, "pass the plate" Love Offering at the close of each service (you may have ushers stand at the doors on Sunday morning). If your church prefers to give an honorarium, please note that on the Confirmation Form. When deciding an appropriate honorarium amount, please bear in mind that your Trainer is a full-time evangelist with little or no other salary or benefits.

### **Materials and Expense Summary Report**

At the conclusion of your *Every Believer a Witness*, the Trainer will provide you with an Expense Reimbursement Form itemizing all expenses, including tracts, Session Notes, shipping, and the Trainer's travel, meals and lodging. You may write a check for these expenses, along with a check for the Love Offering, to Every Believer a Witness Ministries at that time, or mail them to our office within 7 days.

### **Staff Training Meetings**

Because the goal of *Every Believer a Witness* is to *create and maintain a culture of witnessing and evangelism*, we ask you to give 1 to 1 1/2 hours during the day on Monday OR Tuesday, and 1 to 1 1/2 hours on Wednesday to meet with the staff to review, practice and refine what we are teaching.