

## **What to Do as the End Approaches** 9/20 **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 description of the Materials Expenses, Trainer's Expenses, and Love Offering 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 Discipleship 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 electronic files of posters and bulletin inserts for the church to have printed.
- B. Session Notes: Each person first grade and older at each session receives a set of multi-page, 4 color Session Notes. We ask that you reimburse Every Believer a Witness Ministries \$1 for each copy of Session Notes used, plus shipping (if the Trainer does not bring them with him).

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

The cost of the Trainer's travel to and from the Conference/Revival, lodging and meals for *What to Do as the End Approaches*, 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 Session (On Sunday morning, ushers may stand at the doors). Every Believer a Witness will send the church an appropriate number of Love Offering envelopes prior to the event.

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

At the conclusion of your *What to Do as the End Approaches*, the Trainer will provide you with an Expense Reimbursement Form itemizing all expenses, including 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 10 days.