

2025 EVANGELISM SPEAKER FORM

Due no later than 60 days BEFORE meetings begin

Please complete this form for each speaker/evangelist that you plan use for your evangelism events. This form must be completed and turned in with your Preliminary Budget Request Form. If your speaker/evangelist plans change, complete a new form and turn it in to the Ministerial Department with your Final Budget Request Form no later than 60 days BEFORE your meetings begin.

Speaker or Evangelist/s name: _____

Speaker's Territory/Conference: _____

Territory/Conference Representative: _____

Territory/Conference Representative's Phone #: _____

Is the speaker able to work in the USA? _____

Dates of meetings: _____

Location of meetings: _____

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

This form is not complete unless signed and dated by the Conference Evangelism Coordinator.

Conference Evangelism Coordinator: _____ Date: _____

2025 EVANGELISM FORMS

INSTRUCTIONS

- Complete the **PRELIMINARY BUDGET REQUEST** form by the date set by the Ministerial Department. Submit form to the Ministerial Department. **PLEASE USE CURRENT FORMS ONLY.**
- Complete the **EVANGELISM SPEAKER** form and turn it in with the **PRELIMINARY BUDGET REQUEST** form.
- Complete the **FINAL BUDGET REQUEST** form and return it to the Ministerial Department 60 days prior to the evangelism event.
- At least two people should verify nightly offerings and record them on the **EVANGELISM OFFERING REPORT** form. Keep this form with your records.
- Complete and submit the **EVANGELISM EXPENSE REPORT** with supporting documents to the RMC Treasury Department within 60 days of completion of the evangelism event to obtain reimbursement for your approved evangelism expenses.
- Fill out an **EVANGELISM EXPENSE VOUCHER** for each expenditure. (No personal equipment purchase, rental, or repair may be charged to evangelism expense.)
- A 1099-NEC form must be filed for any individuals or unincorporated entities that are paid \$600.00 or more during a calendar year. You must obtain and keep with your records a W-9 form from each person or unincorporated entity that receives payment for services rendered. This includes amounts paid as honorariums to speakers. **Send copies of the completed W-9 forms with your EVANGELISM EXPENSE REPORT to demonstrate that you have complied with IRS regulations.** The W-9 form can be found at: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>
- To avoid delays, **please include contact information** and make every effort to ensure that your forms and receipts are complete and accurate.

Thank you for all that you do to grow God's Kingdom in the Rocky Mountain Conference!

Rocky Mountain Conference of Seventh-day Adventists
2520 S. Downing Street
Denver, CO 80210
Phone: 303-733-3771
www.rmcsda.org

2025 FINAL EVANGELISM BUDGET REQUEST

DUE 60 DAYS PRIOR TO START DATE – SHOW ANY CHANGES TO PRELIMINARY REQUEST

Sponsoring church: _____

Location of meetings: _____

Dates of meetings: _____

Speakers: _____

Title of meetings: _____

Rental	Estimated Total	Free Materials	Estimated Total
Hall rental fee _____ x # of days _____	\$ _____	Give-away literature	\$ _____
Other rentals – Please list		Give-away Bibles	\$ _____
_____	\$ _____	Lessons	\$ _____
_____	\$ _____	Attendance awards	\$ _____
_____	\$ _____	Decision cards	\$ _____
_____	\$ _____	Other – List on back and enter total	\$ _____
Evangelist		Children's Program	
Lodging	\$ _____	Craft supplies	\$ _____
Per diem	\$ _____	Snacks	\$ _____
Mileage OR car rental & gas	\$ _____	Awards	\$ _____
Airfare/bus/train	\$ _____	Give-away literature	\$ _____
Evangelist's basic fee or honorarium (Must be approved)	\$ _____	Give-away Bibles	\$ _____
Other – List on back and enter total	\$ _____	Lessons	\$ _____
		Other – List on back and enter total	\$ _____
Advertising		Budget Summary	
Signs/Banners	\$ _____	GRAND TOTAL ESTIMATED EXPENSES	\$ _____
Radio/TV/Social Media	\$ _____		
Handbills	\$ _____	Less local church subsidy	\$ _____
Postage	\$ _____	Less estimated offerings	\$ _____
Newspaper	\$ _____		
Other – List on back and enter total	\$ _____	RMC EVANGELISM FUNDS REQUESTED	\$ _____

REQUIRED SIGNATURES AND CONTACT INFORMATION

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

TOTAL RMC EVANGELISM FUNDS APPROVED: \$ _____

Conference Evangelism Coordinator: _____

Date: _____

2025 EVANGELISM EXPENSE REPORT

DUE WITHIN 60 DAYS OF COMPLETION OF EVANGELISM EVENT

Sponsoring church: _____

Location of meetings: _____

Dates of meetings: _____

Meetings conducted by: _____

PAYEE:	PURPOSE OF EXPENSE: <small>(For example: advertising, hall rental, evangelist's fee, children's program, free material handouts)</small>	AMOUNT:	EXPENSE VOUCHER INCLUDED ↓	COPY OF RECEIPT AND/OR BOARD MINUTES ENCLOSED ↓	W-9 ENCLOSED ↓
TOTAL:					

Sign: Pastor _____
 Print: _____
 Date: _____
 Phone #: _____
 Email: _____

Sign: Treasurer _____
 Print: _____
 Date: _____
 Phone #: _____
 Email: _____

2025 EVANGELISM EXPENSE VOUCHER

Payee: _____

Expense Item Explanation: _____

Check #: _____ Date of Check: _____ Amount: \$ _____

Instructions:

- **Attach clear copies of the receipts or invoices showing the items or services purchased and proof of payment made.**
- **Attach copies of checks.**
- **Attach a copy of the W-9 form for each person or unincorporated entity that has received payment for services rendered, such as speaker fees and honorariums.**
- **Attach a copy of the Church Board Minutes approving lodging and travel arrangements for the speaker, including mileage rates, per diem rates and number of days.**

ATTACH ALL RECEIPTS, INVOICES, CHECK COPIES, CHURCH BOARD MINUTES, AND/OR OTHER SUPPORTING DOCUMENTATION TO THIS VOUCHER.

2025 EVANGELISM FUNDS GUIDELINES

1. Expenses turned in to be reimbursed from your approved evangelism budget need to be **directly related to the evangelism event**. Allowable expenses would fall under the categories of hall rental, evangelist expenses, advertising, children's program expenses, and free handout materials.
2. Churches are exempt from paying taxes. Please use a tax-exempt certificate when making purchases for this event.
3. Expenses exceeding the approved evangelism budget will be the responsibility of the local church.
4. Receipts must show the items purchased, the price paid per item, and that **payment has been made**. Order confirmations and car rental estimates are not sufficient for reimbursement.
5. Remember that **all evangelists must be approved** by the Rocky Mountain Conference and have current authorization to work in the U.S. if they are to receive compensation, including an honorarium. Individuals who do not possess current work authorization may **ONLY** be reimbursed for expenses related to the evangelism meetings, which include travel, lodging, meals, and incidentals. Special rules apply, please ask for more information if needed.
6. Approval from ADCOM must be obtained **prior to the meetings** if you are considering compensating (including honorariums) a part-time pastor for holding an evangelistic series.
7. **Full-time employees** of the Rocky Mountain Conference are **NOT to be compensated or receive honorariums** for holding an evangelistic series in the Rocky Mountain Conference.
8. You must obtain a W-9 form for any individual or unincorporated entity that receives payment for services rendered. Please provide a copy of the W-9 with your Evangelism Expense Report. A 1099-NEC form must be filed if they are paid \$600.00 or more during a calendar year.
9. Evangelism Expense Reports and **receipts are due within 60 days** of completion of the evangelism event.

2025 EVANGELISM FUNDS GUIDELINES

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Not all expenses related to evangelism can be turned in to the Rocky Mountain Conference for reimbursement from Conference Evangelism funds. Some expenses should be paid for through the church. Please follow the guidelines listed below. These lists are meant to be a guideline and do not cover every possibility. Please ask if you have any questions. All expenses are subject to review.

CONFERENCE FUNDS:

- Hall rental
 - Decorations
 - Food and supplies for snacks or a meal, if connected to the meetings
- Evangelist
 - Lodging
 - Per diem
 - Mileage **or** car rental & gas
 - Airfare/bus/train
 - Evangelist's basic fee/honorarium (Conference approved)
 - **Remember that RMC employees are not to be compensated for evangelism**
- Advertising
 - Signs/Banners
 - Radio/TV/Social Media
 - Handbills
 - Postage
 - Newspaper
- Free Materials
 - Give-away literature
 - Give-away Bibles
 - Lessons
 - Attendance awards
 - Decision cards
- Children's Program
 - Craft Supplies
 - Snacks
 - Awards
 - Give-away literature/Bibles
 - Lessons

CHURCH FUNDS:

- Gifts for the speaker
- New equipment for the church (sound equipment, computer equipment, projection equipment, etc.)
- Improvements to your church building
- Snacks and restaurant meals for local church leadership
- Baptismal robes

MILEAGE, PER DIEM, & LODGING GUIDELINES:

The Church Board should approve all mileage, per diem and lodging arrangements for the evangelist. The rates should not exceed the current conference rates of **\$58/day for per diem and \$0.50/mile for mileage**. A copy of the board action approving the arrangements (showing rates and number of days) must be turned in with the Evangelism Expense Report.

The Church Board should approve arrangements if a church member is to be paid for transporting the evangelist. The driver should keep a mileage log and be paid a mileage rate not to exceed the current Conference rate of **\$0.50 per mile**. A copy of the board action (showing rates and number of days) and a copy of the mileage log must be turned in with the Evangelism Expense Report.

Thank you for being good stewards with Rocky Mountain Conference Evangelism Funds, making it possible to grow God's Kingdom throughout the entire Rocky Mountain Conference!

2025 VOLUNTEER EXPENSE FORM

Sponsoring church: _____

Location of meetings: _____

Dates of meetings: _____

Volunteer name: _____

LODGING

Motel/Hotel (attach receipts showing payment made) \$ _____

PER DIEM

_____ days at \$ _____ per day \$ _____

PUBLIC TRANSPORTATION

Rental car (final receipt required, not estimate) \$ _____

Gasoline for rental car (attach receipts) \$ _____

Airline tickets (attach receipts showing payment made) \$ _____

Airline baggage fee (attach receipts showing payment made) \$ _____

Airport parking (attach receipts showing payment made) \$ _____

Taxi (attach receipts showing payment made) \$ _____

Travel insurance (attach receipts showing payment made) \$ _____

MILEAGE – IF MILES WERE DRIVEN ON MULTIPLE DAYS, PLEASE ATTACH MILEAGE LOG

_____ miles at _____ per mile* \$ _____

*Not to exceed current conference rate

TOTAL EXPENSES \$ _____

Sign: Pastor _____

Sign: Treasurer _____

Print: _____

Print: _____

Date: _____

Date: _____

Phone #: _____

Phone #: _____

Email: _____

Email: _____

