

Greater New York Conference Evangelism Request Form
“GO AND MAKE DISCIPLES”

Local Church Evangelism Subsidy Request Form

Request of Funds Process

1. The pastor develops the outreach plan for the next year in consultation with local church leadership, and the Church Board takes an action approving the plan. The evangelism requests should be presented to the Ministry Director before September 30 to be approved for the following year.
2. The Ministry Director receives the application form. After evaluation, the Director in consultation with the Conference Evangelism Coordinator, presents the requests to the Evangelism Committee for approval by the end of October.
3. Treasury receives a copy of the approval evangelism budget and releases the funds as it is requested by the pastor four weeks before the program starts (Check request should be signed by the ethnic director and the evangelism coordinator). The checks will not be released if the church is not up to date with the treasury, auditing, and secretariat reports.
4. The Evangelism Request Form has to be filled out and signed by the church pastor, ethnic director, and evangelism coordinator.

Please Read Carefully

- **SUBSIDY REQUEST FORM** – Submit the completed Subsidy Request Form to the MINISTRY DIRECTOR with the description of your plan.
- **FINANCIAL REPORT** – The church treasurer and the pastor are personally responsible for the finances and the financial report of the program.
- **FINAL REPORT** – A copy of the Evangelism Expense Report will be sent to you with your letter of subsidy approval. This must be completed and turned in to the Ministry Director no later than 60 days from the end of the program, or at the end of December.
- **INVOICES** – Our auditors require that a dated invoice or receipt must accompany every expenditure. The pastor and the church treasurer are responsible for expenditures not backed up by receipts.

PASTOR SIGNATURE

DATE

**Greater New York Conference Evangelism Request Form
"GO AND MAKE DISCIPLES"**

PASTOR _____ DATE _____
 CHURCH _____ SPEAKER _____
 LOCATION _____ Pastor Guest Lay Evangelist
 STARTING DATE _____ CLOSING DATE _____

I. SPIRITUAL REVIVAL	EXPENSE DESCRIPTION	AMOUNT
Bible Studies, Books	_____	\$ _____
Small Group Ministry	_____	\$ _____
Seminars, Revivals	_____	\$ _____
Other _____	_____	\$ _____

II. TRAINING & EQUIPPING	EXPENSE DESCRIPTION	AMOUNT
Books, etc.	_____	\$ _____
Workshops	_____	\$ _____
Small Group Ministry	_____	\$ _____
Other _____	_____	\$ _____

III. COMMUNITY OUTREACH	EXPENSE DESCRIPTION	AMOUNT
Materials	_____	\$ _____
Health Programs	_____	\$ _____
Family Seminars	_____	\$ _____
Small Group Ministry	_____	\$ _____
Other _____	_____	\$ _____

IV. EVANGELISTIC MEETINGS	EXPENSE DESCRIPTION	AMOUNT
Bibles	_____	\$ _____
Attendance Awards	_____	\$ _____
Handbills/Mailings	_____	\$ _____
Decision Cards	_____	\$ _____
Bible Worker	_____	\$ _____
Other _____	_____	\$ _____

V. NURTURE & DISCIPLING	EXPENSE DESCRIPTION	AMOUNT
Follow-up Material	_____	\$ _____
Workshops	_____	\$ _____
Small Group Ministry	_____	\$ _____
Other _____	_____	\$ _____

TOTAL ESTIMATE EXPENSES \$ _____

INCOME

From Church \$ _____

From Offerings (Estimated) \$ _____

TOTAL ESTIMATED INCOME \$ _____

GNYC ASSISTANCE REQUESTED \$ _____

Church Board Approval _____

Ministry Director _____

Evangelism Coordinator _____

TOTAL APPROVED \$ _____

<p>PLEASE ATTACH A PLAN FOR ALL AREAS AND SEND IT WITH THIS FORM TO THE MINISTRY DIRECTOR This form will not be processed without your signature required on the back of this form.</p>
--