

**Every Believer a Witness® Evangelism Training Revival** 3/13  
**AGREEMENT PARTICULARS**

**Confirmation Fee**

We do not charge a Confirmation Fee. However, cancellations are very hurtful, often resulting in no income for our Trainer 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 (paid to Every Believer a Witness Ministries)**

- 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 Evangelism Revival, Every Believer a Witness Ministries 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 will ship the tracts, and invoice the church for them, plus shipping costs, approximately 30 days prior to your Revival. They are to be paid for within 15 days of receipt of the invoice.
- 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!). These are \$1 each. We will ship the appropriate quantities of Session Notes, and invoice the church for them, plus shipping costs, approximately 30 days prior to your Revival. They are to be paid for within 15 days of receipt of the invoice. At the conclusion of your *Every Believer a Witness*, the church gathers and counts any remaining Session Notes. These are returned to Every Believer a Witness Ministries, along with a copy of the Session Notes Inventory Sheet. We will refund the church the full \$1 copy of the Session Notes which are returned in useable condition (unmarked, not bent or dog-eared).

**Trainer's Travel, Lodging and Meal Expenses (paid to Trainer)**

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 (paid to Trainer)**

Our Trainers are primarily sustained by the Love Offerings received from churches where they minister. We ask the Senior Pastor to share that the Trainer does not receive a salary and did not ask for a set fee to come, share about the impact of investing in his ministry, and take a separate, pass the plate Love Offering at the close of each Session. (If the church prefers, on Sunday morning, ushers may be stationed at the doors, rather than a "Pass-the plate" offering).

**Love Offering and Expense Payment**

At the conclusion of your *Every Believer a Witness*, the Trainer will provide you with an Expense Reimbursement Form itemizing all his expenses (travel, meals and lodging) and his federal tax ID. You may write a check for these expenses, along with a separate check for the Love Offering, to the Trainer, and give to him at that time, or mail them to him within 7 days.