



Seventh-day Adventist Church Northern California Conference

EVANGELISM PACKET

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Seventh-day Adventist Church
Northern California Conference

EVANGELISM REQUEST PROCESS

Evangelism Requests

- **NCC Evangelism**

- \$10,000 per year, per church limit for Traditional or Creative Evangelism
- \$2,500 additional for pastor led series - for church evangelism, not the pastor
- HR Forms to be submitted with the Evangelism Request Form for all speakers employed by our conference or out of our conference, other than the pastor or the church
- Provide approved church board minutes for series
- November 1 is the deadline for NCC to receive the requests for the following year
- May 1 is the deadline for NCC to receive the requests for the same year, providing the funds are available
- Once approved, email NCC Evangelism Department, Linda.Terry@nccsda.com, requesting funds to be processed when ready to receive
- Closing Reports are to be sent to the NCC Evangelism Department, Linda.Terry@nccsda.com, within two months after the completion of the series
- Requests for approved funds will not be processed without a closing report from prior year's series

- **Pacific Union Endowment Fund**

- Creative and/or innovative types of evangelism requests only for larger projects, over \$10,000.00. Small Creative Evangelism projects request through NCC Creative Evangelism
- Apply for NCC Creative Evangelism Funds, once approved, place the approved amount in the available income portion from the local conference on the PU Endowment Request Form
- Review the PU Endowment Guidelines to ensure your project meets the objectives.
- Submit the PU Endowment Request Form including the local church signatures by January 31st or August 31 deadlines to the Evangelism Department at: Linda.Terry@nccsda.com
- The NCC Evangelism Committee will review your project request and if approved, will send it with recommendation to the PU Executive Committee for final approval
- Projects received after the deadline will be held for the following deadline



2026 Evangelism Request Form

Guidelines

Deadline November 1, 2026 for 2026 projects and **May 1, 2027** if funding is still available for projects for the rest of 2027.

Please read the instructions carefully to ensure that you fill out the form accurately. There are four sections and required attachments to your email application.

Submit all your proposals in PDF format using the form below to Linda.Terry@nccsda.com, on or before the deadline.

Proposal Narrative

The aim of creative evangelism is to shift towards relational evangelism. The evangelism department aligns with Caesar Kalinowski's quote, "Discipleship moves at the speed of relationship" (close personal relationships) and "The Gospel moves at the speed of trust" (people trust the message when they trust the messenger). In your proposal, make sure to clearly convey how you propose to achieve this in detail. Additionally, all your approaches should lead to abundant living in Christ. Your proposal should elaborate on how it aligns with this objective. Finally, the conference has identified four strategic anchors that are key contributors to success. In your proposal, clearly explain how your project supports at least one of the anchors.

Other items to include in your proposal:

Measurables

- **Lead Measures:** As a church, you can spark gospel movements by focusing on things within your control. The lead measures pave the way for fostering strong friendships and building trust, ultimately facilitating discussions about the gospel. Here is an example:
Our church is offering 4 pickleball courts to the community. We aim to establish connections with the regular players. Six families are welcoming community pickleball enthusiasts into their homes for cookouts and game nights, which will help foster relationships. Our lead measures consist of opening 4 pickleball courts and 6 dining room tables to community members for socializing over meals and games.
- **Lag Measures:** Factors that are beyond our control may not directly trigger movement, but they can serve as indicators of whether our lead measures are effective. Using the example of pickleball courts above, lag measures would include:



2026 Evangelism Request Form

65 community members used the courts over three months. Four households hosted guests in groups of 2-10. Three people had gospel conversations with their hosts, building ongoing relationships.

Pastor Projects-if necessary

There is now an opportunity for a pastoral project, but it requires the involvement of a small team from the local church. The project must fulfill all the stated requirements, but the funding limit is \$2,500. The innovative initiative aims to showcase the importance of missional work by involving a select group before engaging the entire church community. This group serves as a model for the church community, encouraging them to also start missional groups.



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Northern California Conference

2026 Evangelism Request Form

Please fill out and save it as a PDF before emailing it to linda.terry@nccsda.com

Date form sent: _____ Sponsoring church's name: _____

Pastor's name: _____

- ☐ 1. Traditional Evangelism: Reaping Meeting (Complete Section One).
☐ 2. Creative Evangelism: Seeding and Cultivating the Soil (Complete Section Two)

Note: Reaping may happen in creative evangelism as well in a different context than what we typically see

Section One: Traditional Evangelism

Evangelist's name: _____

Evangelist holds which of the following:

- ☐ Current ministerial credential (From which conference?)
☐ If a lay person, has his/her pastor's recommendation from which conference?

Answer the following questions:

Has your Church Board approved of these meetings and expenses?

Series dates: _____

Will this series be held at your church?

What is the pre-work leading up to the series?

Will our doctrines be presented, and will people be invited to join a church?

Is your church meeting your community's needs (service projects, felt-need seminars, etc.)?

Do you have a prayer plan for this Project?

What are your plans to disciple each convert by:

Becoming consistent in his/her devotional life?

Becoming involved in a ministry based on his/her spiritual gifts?

Becoming part of a small group or ministry team?

How many brochures will you print?

What will be your costs? (See budget below)



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Section Two: Creative Evangelism

Describe your Creative Evangelism Plan in detail:

How will this plan help connect people to an abundant life in Jesus?

Select and elaborate on how your project is anchored in one or more of the following. Explain in detail.

- Mission Driven:
- Community Relevant:
- Focus on Organizational Health:
- Enthused and Engaged Employees and Members:

Why is this plan appropriate for your church and community?

What measurables will you use to determine this project's success? Lead measures? Lag measures? Is this a local church project led by the members or a pastor's project with a small team?

☐ Local Church (Normal Evangelism project funding 60% up to \$10,000)

☐ Pastor Project (limited to \$2500)

Has your Church Board approved this project __Yes __No. Attach the board minutes in your application email.



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2026 Evangelism Request Form

Section 3: Financials

Double-click anywhere in the box, and calculations are done automatically. **NOTE:** If creative evangelism, change the budget table description as needed.

Location expenses (if not held at your church):	\$	0.00
Advertising expenses:	\$	0.00
Handout expenses:	\$	0.00
Evangelist	\$	0.00
Bible Worker	\$	0.00
Musicians	\$	0.00
Child Care	\$	0.00
Other(Specify if over \$500.00)	\$	0.00
TOTAL EXPENSES		\$0.00

Church Subsidy: NCC's Subsidy**:

Please note:

- NCC will cover up to 60% of total expenses up to a maximum of \$10,000 per year.
- When requesting these funds please submit Board Minutes approving the plan.
- If the local pastor is the speaker for the Evangelistic series, there is an additional \$2,500 (project use only not to pay the local pastor).

Section 4: Human Resources

Please ensure that you have worked with our Human Resource Department to comply with all labor laws for all individuals receiving compensation for the evangelism project, including evangelists, bible workers, childcare workers, musicians, and others. This form must be completed by all individuals receiving compensation. You can access the form through the link provided and attach it to the application email.



Human Resources Information Needed for Evangelism Requests

In order to comply with labor laws, please provide the following information for individuals working with your meeting:

Date	Church Name	Type of Worker (i.e., evangelist, bible worker, childcare worker, musician, etc.)	Name of Worker	Amount of Honorarium	NCC Employee (Yes or No)	Authorized to work in the U.S. (Yes or No)
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Honorariums over \$300.00 will require administrative approval.



Seventh-day Adventist Church
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Evangelistic Series Closing Report
(Sent within 2 months after the end of your series)

Church name: _____

Name of evangelist: _____

Series dates: _____

Average nightly attendance of non-Adventists: _____

Number of baptisms and "Professions of Faith:" _____

Did you disciple each convert by helping him/her? _____

- (1) Develop a consistent devotional life? (YIN)
- (2) Begin a ministry based on his/her spiritual gifts? (YIN)
- (3) Join a small group (or ministry team)? (YIN)

What would you do differently for your next evangelistic series?

Amount received for this series; (Double Click in space)

NCC's subsidy: _____
Your church's portion: \$ _____

List the following:

Total projected expenses: \$ _____
Actual expenses: \$ _____

If the actual expenses were less than the projected expenses, send 60% of the difference to the NCC's evangelism department. (If the difference between the projected and actual expenses is less than \$300, keep the difference in your local evangelism fund).

Amount Returned to NCC \$ Date returned: _____

Information Supplied by: _____ Phone#: _____
Treasurer

Save this form and attach it to an email to Linda.Terry@nccsda.com. THANK YOU!!!

Pacific Union Conference of Seventh-day Adventists
EVANGELISM ENDOWMENT FUND GUIDELINES
GOVERNING THE DISTRIBUTION OF FUNDS

OBJECTIVES

Since the purpose for this fund is to expand the evangelistic outreach of the Church, projects should meet the following objectives:

- Should be creative and/or innovative types of evangelism
- Should have a high possibility of meeting the stated objectives
- Should be something where results can be measured and have a good investment to return ratio
- Should be a concept that can be replicated by other people in other places

PROCEDURE FOR SUBMITTING A PROPOSAL

Conference entities within the Pacific Union Conference territory, such as churches, schools and other groups, are eligible to request funding for an evangelistic project.

1. Requests to be submitted on the Evangelism Endowment Fund Project Request Form, or a close semblance thereof. This form requires specific and detailed information, including local conference office signatures. Forms are available from the office of the Union President, the local conference ministerial directors, or the Union website:
[\(https://adventistfalth.com/leadership/evangelism-endowment-fund/\)](https://adventistfalth.com/leadership/evangelism-endowment-fund/) - use the drop-down tab underneath Leadership on the home page).
2. A copy of each Request will be sent to the Union President's office via the appropriate local conference or institutional officer.
3. The Evangelism Endowment Committee will meet to review new Project Requests in February or March and in November just prior to the Union Executive Committee. Projects requesting amounts up to \$10,000 may receive approval from the committee; those for amounts more than \$10,000 will be recommended to the Union Executive Committee for final approval. Allocations of funding may be for only certain portions of a project.

The review procedure will be as follows:

- A. Screen the expenditures for non-fundable items. Examples of items not usually funded are equipment (computers, printers, etc.), salaries/honorariums/gift cards, entertainment, church plants, real estate (buildings or land purchases).
Note: Due to COVID-19, Equipment for Online Production related projects will be considered for approval at up to 50% of the equipment cost.
Effective Nov. 2020 through December 31, 2022. (Examples Include Audio/Video Equipment, Software, Cameras, Lighting, computer equipment).
- B. Review the budget for reality of estimated expenses (some budgets will need to be fleshed out).

- C. Determine if there is adequate local church support with funds, church approval, and personal Involvement of church members.
 - D. Ascertain if the project is feasible, if a smaller amount is granted, what modifications would need to be made to the project.
 - E. Eliminate projects that fail the screening and prioritize the others if the total is more than funds available.
 - F. Contact people requesting further information, if necessary.
- 4. No block grants for discretionary evangelism use will usually be made.
 - 5. Projects will be evaluated using the following criteria on a scale of 100 points.
 - A. Achievability within 18 months (20 points)
 - B. Creative/ Innovative - breaks new ground (20points)
 - C. Member Involvement (20 points)
 - D. Sustainability/ Modeling /Transferability (20points)
 - E. Funding participation by others (10points)
 - F. Measurability (10 points)

APPROVED PROJECTS

Allocations will have a project beginning with a lifetime of 12 months. The 12-month period begins at the approval date. If the project is not started and the first draw is not taken within the 12-month lifetime, it will be canceled. A project started within the 12-month lifetime will be granted an additional six months for reimbursement of expenditures. After 18 months from the beginning of funding, all remaining funds will be canceled. An updated Project Request may be submitted for a rollover of unused funds or with a request for new funding.

PROCEDURE FOR REQUESTING REIMBURSEMENT

- 1. Funding for projects will be available immediately after approval, by written, e-mailed, or faxed request to the office of the Union Treasurer:

Written: Pacific Union Conference ATTN:
 Stephen Mayer, Treasurer PO Box 5005
 Westlake Village, CA 91359
 E-mail: stephen.mayer@adventistfaith.com

2. Projects receiving allocations of more than \$2,500, and no more than \$20,000, may request an advance of 25% of the total allocation at the start of the program.
3. Projects receiving allocations of more than \$20,000, and not more than \$60,000, may request an advance of 20% of the total allocation at the start of the program.
4. Projects more than \$50,000 receive an advance determined on a case-by-case basis.
5. A second and third allocation of funds will be given upon receipt of documentation supporting the expenditure covering the previous allocations. Send copies of paid bills, receipts, financial statements, and/or copies of paid checks showing the costs and descriptions of the goods or services expended on the approved portions of the project to date.
6. The final 25% of the allocation will be released when the Union Treasurer receives supporting documentation of all expenditures (including the final 25% being requested) along with a report of the measurable results of the project to date.

PROJECT EVALUATION

The Union Vice President will follow up on projects to find out what worked and what did not work. He will also make reports available on our Union website for some of the particularly innovative and successful projects.

Revised 11/5/2020

PACIFIC UNION CONFERENCE OF SEVENTH-DAY ADVENTISTS
EVANGELISM ENDOWMENT FUND
PROJECT REQUEST FORM - CONFERENCE

PLEASE TYPE INFORMATION, except when signatures are required. This form must be filled out in its entirety (if you need additional space to complete any of the sections of this form, attach separate pages and mark the sections Exhibit A, B, C, etc., and reference the Exhibit at the question site).

Project director and/or church: send your completed/signed request form to your local conference office for their committee review and sign-off. They will then submit viable requests to the Pacific Union office.

PROJECT NAME: _____	PROJECT DATE (s): _____
SUBMITTED BY: _____	CONTACT PERSON: _____
ADDRESS: _____	PHONE: _____
	E-MAIL: _____
PHONE: _____	
E-MAIL: _____	

PROJECT DESCRIPTION: PROJECT OBJECTIVE: _____

TARGET GROUP: _____

HOW WILL THE PLAN BE ORGANIZED AND IMPLEMENTED: _____

EXPECTED RESULTS: _____

BUDGET INFORMATION

ITEMIZE ESTIMATED EXPENSE (Be specific - general categories are not sufficient. Attach expanded budget on separate page, if needed):

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
6. _____	\$ _____

TOTAL ESTIMATED EXPENSE: \$ _____

AVAILABLE INCOME:

Local Church	\$ _____
Local Conference	\$ _____
Offerings	\$ _____
Other	\$ _____

TOTAL AVAILABLE INCOME: \$ _____

FUNDS REQUESTED FROM EVANGELISM ENDOWMENT: \$ _____

TOTAL INCOME: \$ _____

(TOTAL ESTIMATED EXPENSE must equal TOTAL INCOME)

SIGNATURES REQUIRED

(Requesting Organization)

NAME OF ORGANIZATION / PERSON SPONSORING PROJECT	SIGNATURE	DATE
NAME OF PROJECT DIRECTOR	SIGNATURE	DATE

SIGNATURES REQUIRED

(Local Conference or Institutional Officers)

This request has been reviewed by the conference _____ Committee

PRESIDENT or TREASURER	SIGNATURE	DATE
NAME OF CONFERENCE / INSTITUTION		
