

Evanston Avenue Baptist Church  
Speaking Ministry Expectations

In order to serve his family, his church, and the Body of Christ to the best of his abilities, any organization requesting Pastor Matt Sharpe to speak or provide training at their event will be asked to meet these expectations.

- 1) Requests for speaking or training opportunities are decided by the Elders of Evanston Avenue Baptist Church (EABC)
- 2) In order to allow the Elders of EABC to have sufficient time to review your request, they need to be received 60 days before your event.
- 3) Events that share a common mission with EABC will receive top priority
- 4) We will approve or deny your request within 7 business days.

If your event is approved, Pastor Matt has the following needs in order to minister effectively.

- **Contact Person.** In order to have effective planning, there needs to be one contact person who has the authority to make decisions in regard to the speaking/training Pastor Matt is being asked to provide.
- **Clarity.** Please indicate what topic(s) or passage(s) of scripture you would like Pastor Matt to speak on. Pastor Matt will communicate regularly with the contact person to make sure that all elements he is responsible for coincide with the total event you are planning.
- **Compensation.** In addition to the time away from family for your event, Pastor Matt will also give an appropriate amount of time to prepare for your event. In order to compensate his time, please indicate on your Speaking Request Form whether or not you will provide an honorarium or if you will take a love offering. If you are providing an honorarium, please include the total amount you have budgeted (honorarium and per diem expenses). If you are providing a love offering, please indicate how you will handle the per diem expenses listed below.
  - Travel expenses to and from your event
  - Meal(s) for two people, if a half or full day is requested
  - Hotel/Lodging for Pastor Matt and his companion.
- **Companion.** In order to remain above reproach, Pastor Matt will travel with a companion. That companion will either be his wife Rebecca, his son John, or another male assistant from EABC. It is expected that meals and lodging will include Pastor Matt's companion.
- **Technical Issues:** it is expected that there will be sufficient technical support for Pastor Matt's speaking or training. Depending on the event, it is expected that a microphone (hands free preferred), sound system, and PowerPoint needs will be provided by the event organizers.