

Invitation Information

Thank you for your email and the honour of your invite.

To answer any questions you may have and before confirmation, the Spirit Word board has set the following guidelines for all invitations. We appreciate that there is a certain amount of uniqueness to every meeting, therefore we provide this as an outline and are always happy to discuss any of the finer details with you.

Ministry Request Form:

Attached is a simple Ministry Request Form that we ask you to complete and return to us via email, fax or postal service. We will consider your kind invitation upon receipt of the completed Spirit Word Ministry Request Form. We will then get back to you with our response as soon as possible.

Airline / Surface Travel:

We would require a Return Airline Ticket for all long distance, interstate and international trips. Spirit Word is happy to take care of booking the airline ticket, however we ask that reimbursement be made within 7 days of receiving our invoice.

Should your church, conference or meetings be located within a reasonable driving distance from our office in Sydney, we may contact you in regards to an appropriate travel reimbursement.

Accommodation / Meals:

We would appreciate our host church to cover all meals and accommodation. One clean, non-smoking, Hotel Room [including Internet Access] so that we can continue with our work while travelling.

Glenn and/or Esther occasionally travel with an assistant and we may ask you to book accommodation for the assistant as well due to convenience; however Spirit Word is happy to cover cost for the assistant accommodation.

Honorarium / Offering:

We do not have a set fee for speaking engagements however we do require that you submit your proposed honorarium or minimum love-offering amount to be given exclusively to Spirit Word on the initial Ministry Request Form. Please take into consideration the number of sessions requested and days taken up.

Speaking Sessions:

We normally assume a speaking time of 30-40 minutes per session unless you advise us otherwise. So we can serve you best please complete exactly how many sessions you are requesting.

Resource:

We may speak for a few minutes about some of our resource from the pulpit, offer the opportunity for people to join our Spirit Word mail list and/or become a partner with Spirit Word. We ask that a table with a reliable volunteer be provided for the sale of Resource. Spirit Word will be the sole vendor of all Spirit Word books, DVD's, CD's or other Spirit Word teaching resource materials. All monies received from these sales go directly to Spirit Word and the funds from our resource sales go to supporting the day-to-day operations of Spirit Word. Thank you so much for your support.

We trust all is going well with preparations for your exciting event & we look forward to hearing from you!

MINISTRY REQUEST FORM

Today's Date: ____ / ____ / ____

Invitation for: Glenn Esther

CHURCH INFORMATION:

Church Name: _____

Mailing Address: _____

Physical Address: _____

Phone _____ Fax _____ Email _____ @ _____

Church Website Address: _____

Denomination / Affiliation _____ Total Adults in Congregation _____

Sr. Pastor's Name _____ Spouse _____

Church Contact Name _____

Contact Phone _____ Mobile _____ Email _____ @ _____

INVITATION INFORMATION:

Dates you are requesting? _____

Name of Conference _____ Theme _____

Please list some names of other speakers you have had speak at your church recently:

Meeting Format: Regular Services Conference Bible College Camp Other

Date: _____ **Session Times:** _____ **Attendance:** _____ **Audience:** [Mixed/Men/Women/Leadership]

____ / ____ / 20 ____ AM/PM _____

____ / ____ / 20 ____ AM/PM _____

____ / ____ / 20 ____ AM/PM _____

____ / ____ / 20 ____ AM/PM _____

*Please turn over and write on back if further sessions are required.

Available taping equipment: Audio Video **Note: An UN-EDITED CD & DVD of each recorded service in which Esther/Glenn Speaks is required.**

Nearest Airport to Venue: _____ Drive Time: _____

PROPOSED HONORARIUM or MINIMUM LOVE OFFERING AMOUNT: \$ _____ AUD

*Please note: your request cannot be considered without completing this amount - thank you.

Senior Pastor to sign to officially invite Spirit Word:

Senior Pastor Name: _____ Signature: _____

Please email, post or fax the completed ministry request form to us - thank you