



TEXAS LOUISIANA HISPANIC NETWORK |



# NETWORK MANUAL

*TLHN Department Leader Manual and Documents*



## **WELCOME MESSAGE**

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Welcome to the Texas Louisiana Hispanic Network Ministry Team!

For our Executive Leadership team, for a pastor or a local church ministry leader, YOU are an answer to prayer and God's provision for this season. Thank you for saying "yes" to God and for being willing to stretch the capacity of your leadership to be a ministry specialist to pastors.

As a Department Leader, you will serve as a spiritual elder to sectional and local ministry leaders. You will also partner with our network for the advancement of the mission of God and the health and vitality of churches within the network.

I want us to be as relational as we are excellent and creative in our practice. All ministry hinges on the foundation of relationships. As a spiritual leader, whether new in your role or a veteran, I encourage you to be a part of our collective efforts as a network to foster health across the churches and ministers in our network through the power of relationships.

I want you to know what you can expect from me. First of all, I want to be accessible to you. If you are going through a difficult time personally or in ministry, I want to know how I can help and pray for you. If you have a praise report, I want to celebrate with you. Please feel free to reach out to me. I will work hard to respond to you promptly.

Secondly, I want to work toward developing a sense of community within our network and among our ministries. You can plan on meeting in person at least once a year. My commitment is to ensure that our times together are vision and mission-driven and that you leave fully equipped to carry out your ministry assignment.

Lastly, I want to be a bridge-builder that helps connect you to the resources that you need to make you effective in ministry. I will not have all the answers, but I am committed to helping you find the answers and connecting you to the right people.

This manual has been prepared to help acclimate you to your ministry role and comes from veteran ministry leaders across our network and AG fellowship to help you start well. It provides some best practices as well as processes that will be used in our network to ensure efficiency and excellence.

I am honored to serve you as together we build God's church!

We are Pastors,

Rev. J. Alfaro, Jr.  
Texas Louisiana Hispanic Network  
Network Superintendent /Pastor



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# **SECTION 1**

## **VISION, MISSION, PURPOSE**

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Values, Strategy, Scope of Ministry, Geographic & Language  
Networks, & Governance Structure

# SECTION 1



## VISION MISSION PURPOSE

**Vision:** We are a community of churches and ministers dedicated to seeing a healthy church in every community in the Texas Louisiana Hispanic Network (TLHN).

**Mission:** The Mission of the TLHN is to facilitate the health, growth, and development of its ministers and churches.

**Purpose:** We exist to build one another up as we devote ourselves to worshipping God, developing believers, and reaching out to the lost through evangelism and acts of compassion.

## OUR VALUES

- **Bible Engagement**-The Bible is God's Word and must be relevantly communicated and practically applied to daily life.
- **Passion for the Lost**-The centerpiece of all that we do is reaching the lost and reconciling them to the Father God, through His Son, Jesus, by the power of the Holy Spirit.
- **Healthy Relationships**-The foundation to a vital, wholesome life and ministry is having healthy relationships with God and others.
- **Empowering Leaders**-The effectiveness of ministry is enhanced as we equip, empower, network and resource leaders.
- **Serving Churches**-The local churches are the focus of our service as we partner with and encourage them, respecting and celebrating their diversity.

## OUR STRATEGY

- **Healthy Ministers**-Credential, equip, empower and resource ministers.
- **Resource Churches**-Resource, train and network churches.
- **Build Community**-Connect, include and collaborate.
- **Facilitate the Future**-Create future opportunities for the Assemblies of God in Texas Louisiana by establishing long-term vision, new and innovative income streams, and church multiplication.

# SCOPE OF MINISTRY

- **120** churches
- **272** ministers
- **16,369** adherents (12/31/2024)
- **94** female ministers
- **42** Under 40 ministers
- **10** English speaking churches (or those with an English service)

# GEOGRAPHIC & LANGUAGE NETWORK (SECTIONS)

- **Austin:** Presbyter Miguel Juarez
- **Central West Houston:** Presbyter Arnaldo Hinajosa
- **English Region:** Presbyter Robert Flores
- **Gulf:** Presbyter Cresencio Veliz
- **Louisiana:** Presbyter Miguel Charry
- **North Houston:** Presbyter Blanca Guajardo
- **Rosenberg:** Presbyter Nicolas Martinez
- **San Antonio:** Presbyter Cesar Galvez
- **South East Houston:** Presbyter Mary Garcia

\*Contact information for Presbyters and their network leadership is provided on our Network website [www.txlahispanic.org](http://www.txlahispanic.org)

# GOVERNANCE STRUCTURE

- The Network is led by the Superintendent who serves as the Chief Executive Officer and Chairperson for the official board. The leadership community consists of the following structures recognized in our bylaws.
- The District Executive Team (corporate officers) consists of three offices: the Superintendent, the Assistant Superintendent, and the Secretary/Treasurer. All executive officers are elected by the Network Council in session.
- Executive Presbytery consists of the following 5 members: Superintendent, Assistant Superintendent, Secretary/Treasurer, and two regional Executive Presbyters (East and West). The Executive Presbytery is elected by the Network Council in session.
- General Presbytery consists of the following 14 members: Superintendent, Assistant Superintendent, Secretary/Treasurer, and 9 Network Presbyters.
- Network (Sectional) Teams consist of the Network Presbyter and two other members elected by their sectional peers.

## **SECTION II**

# **MINISTRY RESPONSIBILITIES**

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Create Margin, Stay Informed, Pivotal Conversations,  
Clarify Expectations, Mobilize the Team

## SECTION II: MINISTRY RESPONSIBILITIES



**1. Create Margin:** By accepting the role of department leader, you have also made a commitment to fulfill the duties of that role to the best of your abilities. The role will require you to give of your time, talents, and energy as well as spiritual resources.

### **TIME**

A ministry's sense of community will be a direct reflection of the commitment level of its leadership. Serving as a department leader is going to require time. You will do well if you can decide early on that your time serving as a ministry leader is an expression of faith. You already give your tithes, offerings, and missions pledge as a matter of faith and know the spiritual dynamics involved. Decide to have the same approach to your time. Be as generous as you are able without neglecting your own ministry. However, make no mistake about it; you will need to take some things off your plate, designate blocks of time each week for service, and delegate things to your own staff to free you up. You will also need to engage other members on your team and on committees to help. It is safe to say that the time it takes to be a good ministry leader averages about six to eight hours a week over the course of a year. That would include meetings, network meetings, commute times, phone calls, and administrative matters. Plan now what days or times you can help accommodate that load into your schedule.

### **TALENTS**

You have not been given this opportunity by chance. God knows what your network needs; and part of meeting those needs involves your employing your passion, giftings, and natural talents in your service as a ministry leader. Make a list of your spiritual gifts, talents, passions, natural abilities, and experiences to see how they might be engaged in your service as a ministry leader. There is something your network and ministry area needs that only you can provide.

### **ENERGY**

As a ministry leader, be careful not to give your network ministry leftovers. While your church cannot suffer, it is important to delegate some of your best time and creative energy towards your ministry as a network department leader.

### **SPIRITUAL RESOURCES**

As a department leader, it is important for you to be spiritually vibrant. If you are to care for the spiritual "water carriers" of the local church, you must be one who lives in the Word and is directed by God's Spirit. You must be a well of authentic spirituality to serve your weary colleagues.



Following is a list of questions to help you identify and create margin as you settle into this new role:

1. What block of time each week will I dedicate exclusively to my role as network ministry leader?
2. What spiritual gifts have I seen effectively used in my life over the years?
3. What natural talents have been developed to the point where they are significantly above average?
4. What one area, objective, or theme can I maintain a high level of passion in my role as a ministry leader?
5. What friends, associations, communities, or ministries can I mobilize to serve my department?
6. On a scale of 1-10, how would I rate the consistency of my daily Bible reading and prayer life? What would need to happen to make that number a 9 or 10?

**2. Stay Informed.** The first thing you must do is educate yourself about this new role. Read your network bylaws and take note of every reference to your department and leadership responsibilities. It is important that you understand what your network needs from you and how to stay in your lane.

**Qualifications:** Make a list of these and keep them at the forefront of your mind. What you do as a department ministry leader will never exceed what you are.

**Responsibilities:** Make a list of the specific tasks and responsibilities you are expected to fulfill as a department ministry leader.

**3. Pivotal Conversations.** Following is a list of the most important leaders who can give valuable advice and perspective as you get acclimated to your new departmental role. They are also key stakeholders that can help you build a bridge with sections as you determine how you can best partner with their section to resource their local ministry leaders. We have also included a list of possible questions for each leader.

**A. District Superintendent/Network Pastor.**

Following are a few suggested questions to ask your Superintendent when beginning your term as a department leader:

- Are there any outstanding problems or issues in my specific ministry area to which I need to be sensitive?
- What makes my ministry unique within our network?
- What challenges do you feel need to be addressed in my ministry?
- What are four things I can do to better support you as our leader?
- What would you recommend I do or focus upon during my first year as a department leader?

I would suggest emailing these questions to your network superintendent and then schedule a phone call or zoom meeting after he or she has had time to think about them. It is paramount that you see your role as a support to your Network leadership. You were appointed because people thought you capable of cooperating with them and not competing with them. The only way that can happen is if you take the initiative to stay connected to your leader's vision and heart.

## **B. Network Presbyters**

Following are a few suggested questions to ask Network Presbyters when beginning your service as a department leader or looking for ways to partner in a stronger way with a particular section. Email the following questions and ask if they are able to meet in person, via zoom, or for a phone meeting.

- Is there any sectional history which I need to be brought up to speed related to my area of ministry?
- What is your vision as a sectional presbyter for the \_\_\_\_\_ (women, teens, Christian Education, etc.) in your section?
- What current programs or events does your section provide these individuals? How often?
- What can our department do to support you and resource your local church ministry leaders for maximum health and effectiveness?
- Would you allow me 5 minutes in one of your upcoming sectional minister gatherings to introduce myself and our network ministry and express our desire to serve and resource the local ministry leaders?

## **C. Your Ministry Predecessor (within first three months of assuming your role)**

As soon as you are able, set up at least 90 minutes to meet with the outgoing ministry predecessor in person. Send the following questions beforehand so that he or she can be prepared to answer them thoughtfully.

- What did you feel you invested the majority of your time on in this ministry role?
- What are your suggestions for me in the first year?
- Is there anything you feel should be sunset or changed moving forward?
- Are there any opportunities you feel were missed in the past you would encourage me to pursue?
- What do you think I can do to create a deeper sense of community in my particular ministry with the local leaders?
- What are some headwinds I may confront in my first year?
- What would you recommend I do or focus upon during my first year as a department leader?

**4. Clarify Expectations.** Within the first 7 days of being appointed, email your network and request the latest email list and contact information for all the presbyters and sectional and local ministry leaders in your network. Upon receipt of this information, email each of these groups and clarify expectations, and affirm your commitment to them personally. Following is a list submitted by veteran ministry leaders of recommended topics to be addressed in your first communication:

**1. Gratitude.** Communicate your gratitude for their trust and confidence.

**2. Availability.** Set expectations regarding your availability to them. Give them several different ways they can reach you when they have questions or need assistance. This would include your name, mailing address, email, cell phone, and/or work number.

**3. Communication.** State your primary forms of communication and how they will be used to help everyone stay connected in the section (email, text, Facebook group, snail mail, website, blog, or other).

**4. Dates.** Give them the date, time, and place of any upcoming meeting.

**5. Relationship.** Explain how eager you are to meet with them and to learn more about them, their family, and their ministry.

## **Following is an example of a first communication used by Presbyterian Sam Scalf of the Rocky Mountain Ministry Network:**

Thank you for allowing me to serve! For those who don't know me, my name is Sam. I am married to an amazing woman. Melodie and I have been married for 16 years. We have four daughters. I am the lead pastor at Rêver in Longmont. I am a Colorado native. I was born in Colorado Springs and grew up on the Western Slope. Almost all of my faith journey has happened in the Rocky Mountain Ministry Network. I received the baptism in the Holy Spirit and was called to ministry at our very own Camp Cedaredge. I love this Network. I am honored and thrilled to have been given the opportunity to serve as the Denver Metro North Sectional Presbyterian. I am thankful for the faithful service and leadership Doyle Robinson has provided as our sectional presbyter over the last 9 years. His personal investment in me is a huge part of my journey. I am excited about the future!

I wanted to take a few minutes to let you know what you can expect from me. First of all, I want to be accessible. If you are going through a difficult time, I want to know how I can help and pray. Don't hesitate to reach out to me. If you have a win you'd like to share, I want to celebrate with you. I will work hard to respond promptly.

Second, I want to work toward developing a sense of community within our section. The truth is that ministry life is difficult and lonely at times. To help create this sense of community, we are planning monthly gatherings. We will be taking the busy months off. (No meetings in July, August, November, December). Each gathering will be "hosted" in one of YOUR neighborhoods. We will rotate each month. These gatherings could be either at your church if you want to provide the coffee or at your favorite coffee shop. We will take a few minutes out our time together to hear from the host about their life, ministry, and community. I hope these gatherings will be a meaningful time to hear from the ministers in our section. Our first gathering will be May 17th at 9:30. I will be sending out an invite with location and hosting details next week.

Finally, I want to help connect you to the resources that you need to make you effective in ministry. I don't have access to everything you need personally, but someone does. One of the ways we are going to facilitate that is through our brand-new Facebook Group. This page will allow us not only to connect relationally but also to better connect concerning your needs. In our various ministries, I believe we have valuable resources that from which others could benefit. Maybe, it is expertise. (For example, we have a pretty gifted IT guy who could help you solve a nagging networking issue). Perhaps you have extra equipment. Maybe it is a listening ear and a different perspective. I believe we are better when we work together for God's Kingdom.

I'd love to connect with you.

Samuel Scalf

Cell: 555.555.5555 (Feel Free to Text); Email: [sam@rmmn.org](mailto:sam@rmmn.org)

**5. Mobilize the Team.** During your first two months, you should lead your ministry team to accomplish the following six things:

- Initial team huddle. Meet with your team within the first month of being appointed.
- Introduce yourself and get to know them better. Discuss what methods you will use as a team to communicate (email, cell, text, other).
- Surveys and feedback. Design a list of survey questions (see Resource Page at the end of the Manual) and take a ministry-wide survey.
- Team brainstorming. Schedule a brainstorming meeting to evaluate the survey responses and to determine a game plan.
- Annual calendar. Set an annual calendar, send it out, and keep to it.

## **SECTION III**

# **RELATIONAL LEADERSHIP**

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Build Community: Plan Meetings, Relational Leader,  
Connect Outside Events, Reach, Return Correspondence,  
Give Spiritual Support, Engage Network Leadership, Heed  
Wisdom

# SECTION III

## RELATIONAL LEADERSHIP



**Build Community.** The reality is oftentimes individuals who serve in local church ministries often suffer from burn out, stress, depression, isolation and feel under prepared for their assignment at one point or another in their tenure. As a department leader, it is important to know that you are part of God's prescription for this stark reality. When it comes to building meaningful relationships and creating a deeper sense of community in your department, you are ground zero. You can do that better than the national office or even massive mega-church events. Following is some wise advice from veteran leaders about how to build community.

1. **Plan, schedule, and lead regular meetings.** Be people-driven versus event-driven. Focus on developing ministry leaders. Treat the speakers well so they will come back! Have good food, create a memorable experience, and keep to the time limit.
2. **Be a Relational Leader.** Reach out to every sectional ministry leader and local ministry leader under your department to introduce yourself personally and let them know you are there to serve. Learn their names and details about their family and church/ministry. Visit the sectional gathering and the physical church address of sectional leaders when meeting with them when possible. Every time a new ministry leader enters your department, introduce them to others via email, coffee appointments, and texting. Be a powerful broker of relationships and networking.
3. **Regularly Connect Outside of Events.** Communicate in more than one format (text, email, phone, Facebook, etc.) regarding all department events. Don't just focus on sectional leaders, remember you are leading all ministers within your department area at the local level. Never end a phone call without asking the question, "What are three things I can pray for you about?" That one question is always a springboard to deeper levels of relationship.
4. **Reach Out to Those on the Fringes.** No one affects the level of inclusiveness in a department more than department leadership. Do not constantly use and communicate with the same people. Reach out to those who seem distant, uninterested, or marginalized.
5. **Return Phone Calls/Texts/Emails.** Few things minimize the importance of others and undermine a sense of community more than unreturned phone calls, texts, or emails. If we really claim to be a network or community, then it is important to act like it. Enough said.
6. **Give Spiritual Support.** One veteran ministry leader rightly advises, "Don't stop praying for and being available to your ministry leaders. They need you or they WILL need you at some point!" When ministry leaders in your department face trials, crises, a death in the family, or hard times, be there for them and use your influence to mobilize others in prayer.
7. **Engage with your Network Leadership.** Vision is cast by leadership and supported by the presbytery and department leaders. Any hijacking of meetings affects vision. That is when the work can become frustrating, strained, and even divisive. Check in with your Superintendent through email or over the phone 2-3 times a year to ensure that they feel your support and that you are helping them achieve the vision God gave them for the network. Remember **"the team you are on is greater than the team you lead."**



**8. Heed Wisdom.** Here is additional advice provided by veteran presbyters from around our AG Fellowship:

1. **Show respect for your peers.** Do not criticize or compare yourself to the previous department leadership. In an attempt to build rapport, some new leaders may even criticize leadership decisions to ministers in their department. Inexperienced leaders create division by saying, "I will fight for you at the network office and meetings." Presbyter Ken Jasko (New Jersey) warns against trying to present yourself as a moral minority, organizational activist, or lone advocate. This will only backfire and result in division on the department leadership team and ultimately with those in your network or on your team questioning your motives. Remember, you are part of a team; and as Presbyter Brenton Frank (New Mexico) said, "You are here to serve others and that should be seen by you as a privilege, not a right."
2. **Be present.** If you had time to take the title, make time to fulfill the commitment.
3. **Respect diversity.** Your local department leaders will consist of leaders from small, medium, and large-sized churches. There will be leaders from various genders and ethnicities. Their ages will range from young to old, and giftings and temperaments will vary. It is important to remember that the size of your church or the strength of your personality does not make your ideas any better or worse than anyone else's. Your opinion is only your opinion. Your fellow leaders may not always be sure that you are right, but they will certainly know if your spirit is right.
4. **Be a humble listener.** You were not elected as a boss, supervisor, or authority figure. Treat your peers with respect and lead from humility and relationship instead of pseudo authority.
5. **Do not represent anonymous opinions.** Some leaders unwisely surrender their credibility by trying to anonymously represent the opinions of others in network/department deliberations. Unless you are willing and able to share their names with others in leadership or on your team, do not try to cloak a concern, opinion, or criticism under the guise of "several have come to me...." It only weakens the trust others have in you as a member of the team. If you cannot mention names, then do not mention them at all unless you share the concern. In that case, then share it as your own and not as the opinion of an anonymous group or person.
6. **Stay in your lane.** Be sure you are not overstepping your bounds, creating more problems than you are solving, or contradicting your network leadership. The questions for the superintendent mentioned in an earlier section will help you stay in sync with your leader and fellow team members.
7. **Do not take things personally.** There are some people who just will not return phone calls, show up for meetings, or show enthusiasm towards your initiatives for reasons that have nothing to do with you. One leader humorously wrote, "I've had to accept the fact that there are some ministers who would not come to network events if Jesus Christ was the keynote speaker!"
8. **Keep boundaries and use channels.** As a department leader, there may be times when disgruntled local or sectional leaders may try to pull you into sectional or church politics. Although you serve all the ministers in your network, be careful to work with and through official channels. Working through the Network Presbyter or local pastor will help insulate you from getting trapped in church politics.
9. **Keep the network informed.** As a department leader, there will be times when you hear of developments, changes, new contact information, a tragedy, or life situations among your department leadership long before the network office does. Do not assume they know but try to keep them in the loop. They cannot respond to what they do not know.
10. **Take time to build trust.** Presbyter Dane Wead (Rocky Mountain) said it best on our survey: "Don't expect to be trusted immediately. It takes time to build relationships and trust." Don't try to fix all the department problems right away. Look, learn, and listen for the first few months. Understanding the needs and unique culture of your department will take intentionality and time.

Most of our mistakes on the front side of any learning curve are not intentional. No one chooses to be foolish! At the beginning of every new opportunity we all lack experience, wisdom and longevity. However, the wise advice of veteran leaders will help you avoid the follies of inexperience. That is what Proverbs means when it says, "The way of fools seems right to them, but the wise listen to advice" (Proverbs 12:15).

## **SECTION IV**

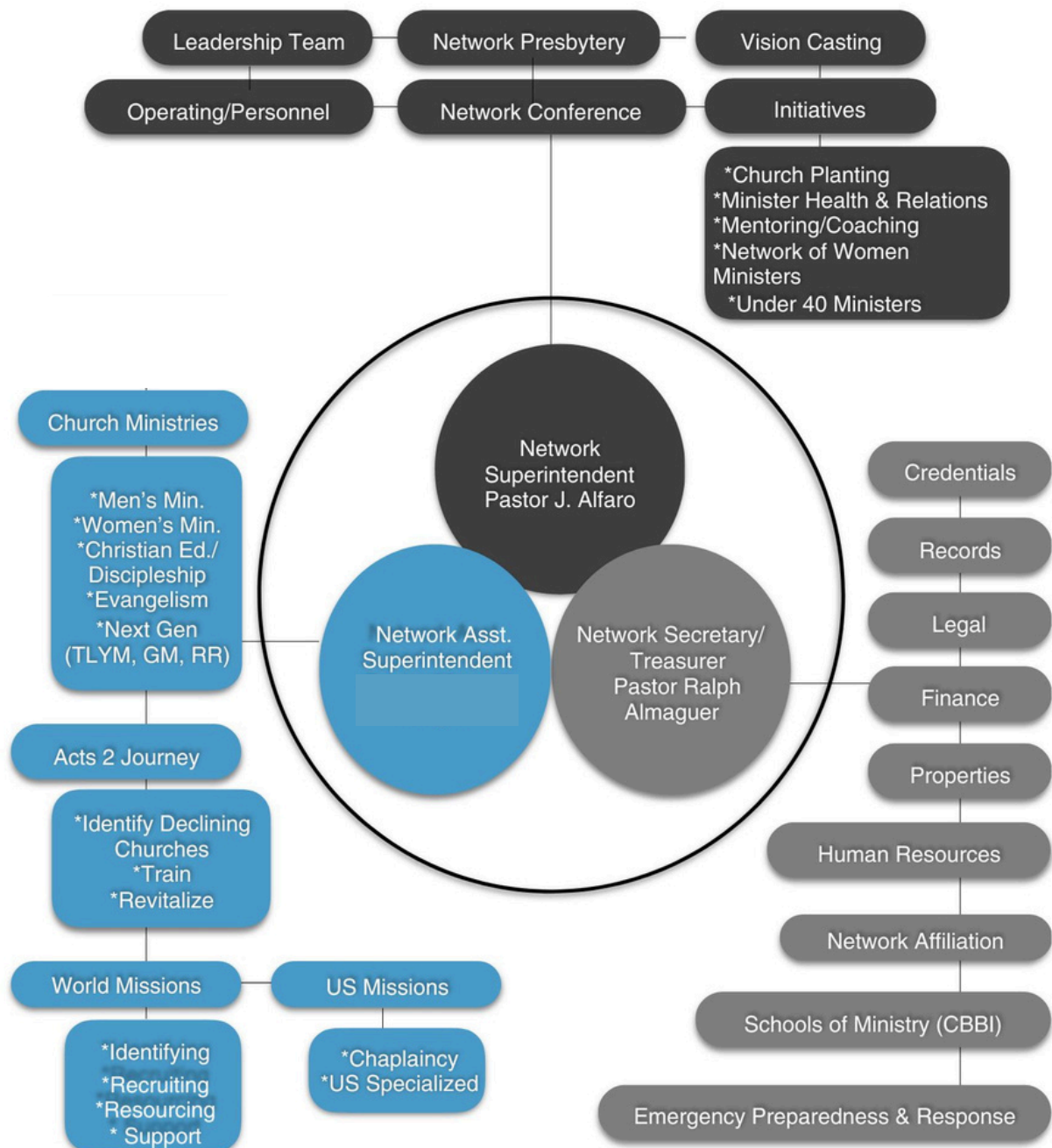
# **COMMUNICATION PIPELINES**

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Methods of Communication, Event Communication,  
Conflict and Request Communication



# SECTION IV: COMMUNICATION PIPELINES



## Methods of Communication

- Email
- Phone
- Please consider Network Office Hours, unless in the case of an incident or emergency during an event.

\* Contact information for network leadership is provided on our Network website [www.txlahispanic.org](http://www.txlahispanic.org)

## Event Communication

- All contracts must be approved by ELT before they are signed or renewed
- A list of speaker or special guest candidates should be submitted for approval prior to speaker invitations being extended
- Please include their credential status, district affiliation and any available links to speaking videos or websites and a small bio.
- Email ELT with any event details at least 9 months prior, including but not limited to: Event name and theme, dates, location, speakers, purpose of the event, vision, promotion formats, registration costs, and registration format (where and how people can register). Include any event flyer.
- Email ELT event schedule and times
- Tip: It's good practice to personally extend an invitation to ELT to attend an event! Also, to cover the cost of their hotel and/or provide complimentary registration, if your department's financial position allows it.
- ELT's attendance or involvement in an event is at their personal discretion and availability.
- Provide monthly updates to your ELT Liaison leading up to an event and include registration numbers, financial position, any pertinent information, concerns or any issues that need their guidance.
- Provide a debrief to your ELT Liaison either through a written report or in person or via zoom after each event with a final profit/loss report. Include any event feedback you received, incidents, and spiritual response stats (Think: ACMR-number of salvation, Holy Spirit baptisms, healings, etc.).

## Incidents or Conflict Communication

- Should any internal team issues arise, contact your ELT Liaison for guidance or next steps.
- For your safety, report any incidents that may have occurred at your event, involving police or emergency personnel.
- All incidents should be documented in an incident report, such as, incidents involving the safety of minors or individuals and involvement of police officials or emergency personnel [see Incident Report Form].
- Any issues with finances, deposit concerns, discrepancies or concerns, contact ELT Liaison and Network Secretary/Treasurer

## Request Communication

- **Requests for Certificate of Insurance:** Secretary/Treasurer
- Should be submitted at least 2 months prior to the event
- **Check Request:** Secretary/Treasurer (must include a W9 form and be requested 1-2 weeks in advance).
- **Creating an Aplos Website or Aplos Assistance:** Aplos Specialist
- **Updates to Department Information or Event Calendar on TLHN Website:** Email Executive Administrative Assistant with request
- **Network Office Use Request**
- **San Antonio Office:** Secretary/Treasurer
- **Houston Office:** Executive Administrative Assistant.
- All office use should be within Network Office hours: Tuesday-Thursday from 9:00 AM-5:00 PM  
Departments will be invoiced for any use of office equipment or supplies.

## **SECTION V**

### **FINANCIAL RESPONSIBILITIES**

### **STEWARDSHIP**

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Aplos, Budgeting for Events, Event Planning Budgets, Financial Accountability, Binders needed for financial accounting protocols, What goes inside the Accounting Verification binder, Registration, Merch Store, and the Concessions Store binders, Profit and Loss, & Honorariums

# SECTION V: FINANCIAL RESPONSIBILITIES STEWARDSHIP



As a Department, it is the responsibility of each Department Secretary/Treasurer to maintain accurate financial records and provide the network with a financial Income/Expense Report mid-year (due July 1) and at the end of the year (Dec 31). The Network provides tools you can use to manage your bookkeeping. Some of those are listed below:

## **Aplos**

Aplos is a cloud-based management software designed for churches and nonprofit organizations. Aplos includes features such as Accounting, Website, Online Giving and Events to help the departments save funds by not having to pay for other platforms. What this means is that as a department leader, by using your Network email, you are able to log in to your Aplos ministry specific account, manage the account, and operate the ministry's finances and operations.

## **Budgeting for Events**

Aplos offers a platform which allows each department to create and immediately add to the built-in website and receive payments which then posts automatically to the designated fund for the event which helps with more accurate accounting for the department. Additionally, Aplos has real time access and capability of refunds when needed without having to go through another platform.

Additionally, Aplos integrates with some other giving platforms. For example, Paypal allows the department to link that platform to Aplos if the department chooses to receive payments through another platform other than Aplos. The department would then simply log into APLOS, go into partners, and import all transactions. They can also activate Zelle through their Department Chase account. When they import the transactions from the bank it will post in APLOS or can use the QR Code to receive payment for events or donations.

## **Event Planning Budgets**

Each Network approved department sets their budget for each event due to the department executives managing their own funds. The budget for each department event scheduled for the upcoming year needs to be submitted every year by January 31st and placed on the Executive Presbytery Agenda for February. The budget will then be reviewed as outlined in the bylaws. For each event, prepare a "Projected Income & Expense Document."

Based on the previous two year's registration income for that event, estimate how much the department will receive. This projected income will give you an estimate of how much the department should receive. The projected income, combined with the incoming registrations, will assist you in determining the expenses and what can be added and/or eliminated. To not exceed event budgets, best practice is to establish registration deadlines.

## **Financial Accountability**

In events where offerings are collected, on-site registrations are paid, and/or merchandise is sold, financial accountability is vital and necessary to maintain the integrity of the ministry.

Create binders with Step-by-Step instructions and protocols for area leads (lead offering counter, merchandise lead, registration lead, etc.).

### **Binders needed for financial accounting protocols:**

1. Accounting Verification Forms Binder
2. Merch Store Binder
3. Concessions Store Binder
4. Registration Binder
5. Offering Binder

### **What goes inside the Accounting Verification binder?**

Onsite Money Counting and Management Step-By-Step Document

Pencil Pouch with Pens/Pencils and notepad

Pencil Pouch with Bank Deposit Bags

Pencil Pouch for safe keeping of Deposit Slips from Bank Deposit Bags

Bank Overview Accounting Verification Forms (money counting numbers & totals)

Bank Deposit Totals Forms (contains slots for deposit amounts, source of income, bank deposit bag number)

Extra Registration, Store, and Concessions Till Forms

### **What is inside the Registration, Merch Store, and the Concessions Store binders?**

Step-By-Step Guide to Registration, Concession and Merch Tills

Pencil Pouch with Pens/Pencils and notepads

Several copies of the Registration, Store/Merch Till Forms

(To annotate date, time, amount of petty cash at opening, amount of cash at closing, initials of attendants, and signature.)

Examples of these forms can be found in the index.

What should I do once all monies have been collected and accounted for?

After leads turn in binders with proper documentation, the Department Secretary/Treasurer, along with a counting committee, will verify all funds turned in.

The Department Secretary/Treasurer will then seal all monies in a sealed Money Deposit Bag. The amount to be deposited should be annotated in three different areas:

1. On the Bank Deposit Bag
2. On the Deposit Slip
3. On the Bank Deposit Totals Form

For after hour events, any or all sealed money bags should be placed in a safety deposit box. If a safety deposit box is not available, all monies should be stored in a secure location approved by all department executives. Ensure all safety deposit slips are in the pencil pouch located in the Accounting Verification Binder.

Monies should be deposited into the bank the next business day available.

Being that several people have counted the money, discrepancies in the actual bank deposit and the department's deposit documentation should be very minimal.

**All 1099s must be mailed out no later than January 31st.**

### **Profit & Loss Statements**

Each department is required to submit a profit and loss statement as stated in the Bylaws at mid year (July 1st) and at the end of the year (Dec 31st). A Profit and Loss Statement can be easily printed when financial information has been imported or inputted into Aplos. A template to the profit and loss statements can be found in the Aplos Dashboard.

Be sure to add the Department logo before printing.

### **Honorariums**

Honorariums are given to ministers and individuals who render a service.

- Optional Honorariums: Volunteer Leads of areas within the department (ex. Safety Lead, Registration Lead, Volunteer Lead, etc.). These individuals receive a small honorarium/love offering based on the work and time invested and depending on whether the budget allows. In EVERY case, a note of appreciation is essential. An acceptable starting honorarium is \$25 up to \$150.
- Minimal Honorariums: Session/Breakout Speakers are given honorariums for the time invested to prepare for the session, to acknowledge their expertise in the topic, and to honor them as ministers/professionals. An acceptable starting honorarium is \$100 to \$250 per session.
- Main Guest Speakers: Main session speakers are addressing the whole assembly/gathering. We honor guest speakers by giving them honorariums for investing time to hear from God for the specific event, for time it takes to develop the message(s), for preaching the Word, and for the overall ministry that takes place. Some guest speakers indicate what their fee is on their riders. Other speakers ask for an estimate of the department's guest speaker budget. And yet other speakers do not have any expectation of any honorarium. Still, as Texas Louisiana Hispanic Network, we ensure that every guest speaker is given an honorarium. A minimum base honorarium is between \$850 and \$1,250 per service.

## **SECTION VI**

# **EVENT ORGANIZATION & TIMELINE**

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Speaker Riders, Traveling Expenses, Hospitality, Promotional Pieces, Promotional Timeline, Website, During and After the Event Goal, Debriefing and Evaluation



# SECTION VI: EVENT ORGANIZATION & TIMELINE



## Speaker Riders

A speaker's rider is a form the department executives submit to each guest speaker. The speaker rider helps the hosting department get to know the speaker's needs and preferences. The speaker indicates his/her traveling needs, hotel accommodation requirements, meal and snack preferences.

An example of a Speaker's Rider is in the index.

## Traveling Expenses

As departmental leaders, we must be mindful of expenses utilized by the guest speaker to travel. When budgeting for the event, here are things to consider:

- o Flight expenses
- o Hotel Accommodations
- o Gas
- o Meals
- o Speaker traveling with a companion
- o Host for the guest speaker

## Hospitality Do's (and Don'ts)

Your hospitality or lack thereof is a direct reflection of a department's level of excellence and also a reflection of our network culture and leadership. A negative experience with a speaker or ministry guest can create a hindrance for other departments to invite them for future events. We always want to put our best foot forward.

- Always set clear guidelines as to what your department can do in regard to traveling expenses, honorariums, sermon props, book sales, etc.
- Set clear deadlines in advance for any media requests you have for them along with instructions on format (promo videos, headshots, ministry bio, sermon slides, media requests, etc.)
- Be hospitable to your guests providing complimentary registration materials. You want them to have a great experience and feel a part of the event.
- Provide them with a host if you and your team are not available to host them personally (prepare for meal outings or allow for room service if your budget allows).
- Provide them with an itinerary for their visit that includes airport pick up and departure drop off, speaking times and specific time frames for each ministry time as well as emergency contact information.
- Be clear on ministry expectations (altar calls, networking with students and ministers, private leader's session, etc.).
- Give them a warm welcome upon arrival—snack basket, gift bag, event merch, with a welcome/thank you card and printed schedule of your event.
- Some hosts also print out some pictures of their spouse and/or family and include them in frames around the gift basket so they can feel a sense of home when they arrive.
- For sake of discretion and privacy, do not room your speakers with other guests, especially those they are unfamiliar with, unless prior arrangements have been made.
- Always use discretion and wisdom when assigning hosts to a speaker or ministry guest. Always use seasoned and competent hosts who are punctual and have great people skills.
- When translators are needed, provide translators with ample time and notes for preparation. If a speaker feels uncomfortable with a translator, or there is a breakdown in the speaker/translator chemistry, provide them with options.



## Promotional Pieces

Effective event communication and promotion is essential for ensuring people know the when, where, and why the event is happening, and how they can sign up. It builds anticipation, encourages participation, and helps your audience feel connected before they even arrive. Clear, consistent messaging across different platforms reaches a wider audience, including those who may not be aware of the event at all. Ultimately, strong promotion drives attendance, enhances the overall experience, and contributes significantly to the event's success.

In order for Departments to ensure effective event communication, all departments should, at minimum, have the following:

- Website (Available through Aplos)
  - Used for general communication about Department, registration access point, and provide consistent, accessible information all in one place, including main information about upcoming events and ministry resources and/or links to National Assemblies of God Ministry Resources
  - Think of a website like the storefront of your ministry department: Brand, aesthetics, information sharing, communication, connection, promotion basics, and checkout counter/online transactions.
- Instagram and Facebook
  - Used for promotional purposes, videos/pictures before and during and event, encouragement, event updates, pre-event hype and quick release of information
  - Think of social media as the culture of your ministry department: What do you want the ministry to be? How do you want an event to feel before it even starts? What do people need to know ahead of time to belong?
  - Also, consider: Who is my target audience? Are our posts communicating that this platform is for leaders only or am I communicating my target audience is also the people the ministry represents?

At bare minimum, event promotion should include:

- Event Name
- Date/Time/Location
- Speakers
- Purpose of the Event (What it is, who it's for, what to expect and what is new to previous years)
- General Schedule – At least 1 month prior
- Registration Information (Cost, Deadlines, What is Included, Where to Register)
- Contact Information
- Main Flyer Formats: Website with Registration Link, Social Media and Flyer Mailout with letter from Department Director

## Promotional Time line

12-16 Weeks Before the Event

Goal: Raise initial awareness and generate interest

- Mailed Flyers
- Audience: Older adults, offline community members, traditional audiences.
- Content: Save the date, brief description, event name, date/time, location, key attraction (e.g., speaker, free food, activity, registration goodies), website.
- Design Tip: Bold date/time, large readable font, contact info, and QR code to website
- Distribution: Direct mail out or handouts at Network events (churches, sectional gatherings/meetings, other department events); Provide information at your previous event with next event's flyer.
- Website Page

Audience: Searchers, digital info seekers. Content:

- Event name
- Date/time/location
- Purpose of event
- Who should attend
- Registration Information (Cost, Deadlines, what is included, Registration Link, Forms, if needed, and where to submit forms)
- General Schedule
- Nearby Hotels, if applicable
- FAQs
- Contact information

\*Websites can be created through Aplos Website Builder, if needed

- Social Media Initial Announcement
- Platforms: Facebook, Instagram; Can be synced through Meta Business Suite
- Content: "Save the Date" graphic, flyer or short promo video teaser followed by separate flyer post
- Call to Action: "Mark your calendar!" or "Visit our website to learn more"
- Frequency: 1-2 posts this week; Start with Promo Video/Flyer and follow up with separate post on "Registration is open" with a different graphic
- Pin main flyer to the top of social media page.

#### **4-5 Weeks Before the First Deadline**

**Goal:** Start engaging and informing; Drive registration

**Think:** If I had never even heard of this ministry, department or event, what would I need to know?

- Email Blast #1, if applicable
- Audience: Email subscribers, past participants
- Content: Full event overview, link to RSVP/registration, highlight key reasons to attend
- Call to Action: "Click here to register" or "Share with a friend"
- Social Media Reminders (Multiple Posts)
- Content: Introduce key event detail (e.g., guest speaker, special activities, giveaways, registration deadlines, what's new this year)
- Format: Reel, post and story
- Call to Action: "Tag someone who should be there!"
- Design Tip: Use Canva or other pre-made templates, if needed; should have same feel and look as the main promo so it's cohesive throughout
- Pro Tip: Use *you* as a promo tool – People follow who they can trust, make your likeness and personality a trustworthy tool. The more they see you, the more they know you, the more they partner with what you're a part of.

## Update Website

Add new testimonials or video clips from past events (if applicable)  
Include detailed general schedule or agenda, add "Subject to Change"  
Include "Nearby Hotels" or Hotel Reservation Link

- Social Media Initial Announcement
- Platforms: Facebook, Instagram; Can be synced through Meta Business Suite
- Content: "Save the Date" graphic, flyer or short promo video teaser followed by separate flyer post
- Call to Action: "Mark your calendar!" or "Visit our website to learn more"
- Frequency: 1–2 posts this week; Start with Promo Video/Flyer and follow up with separate post on "Registration is open" with a different graphic
- Pin main flyer to the top of social media page.

## 4–5 Weeks Before the Event

**Goal:** Drive commitment and RSVP/registration

- Email Blast #2, if applicable
- Content: "\_\_\_ Weeks Away!" with registration link, parking details, what to expect,
- Include: Visual of map or simple checklist
- Social Media Countdown
- Content: "Top 3 reasons you don't want to miss [Event Name]"; Event Schedule
- Format: Reels, carousel posts, countdown story stickers
- Frequency: 2 posts per week

## 2 Weeks Before the Event

**Goal:** Create urgency and final push

- Email Blast #3, if applicable
- Subject: "It's almost here!" or "See you in one week!" or "One week away!"
- Content: Final reminders, what to bring, where to park, how to invite a friend or register on-site, general schedule
- Registration Confirmation (Total registered, T-shirt Sizes, etc.)
- Social Media Daily Posts
- Ideas:
- Testimonials
- Staff/volunteer spotlights
- Behind-the-scenes prep
- FAQs (e.g., "What should I wear?" "Can I bring kids?")
- Content: Final reminders, what to bring, where to park, how to invite a friend or register on-site

## Week of the Event

**Goal:** Confirm attendance and reduce no-shows; Post content of event as it's happening

- Text Message (if you have a list)
- Content: "We can't wait to see you at [Event Name] tomorrow at [Time]! Here's the address: [Location]."
- Final Social Post Prior to Event
- Format: Video invitation from organizer or highlight reel
- CTA: "See you there!" or "Invite a friend—it's not too late!"

## During and After the Event Goal:

Highlight the atmosphere, feature key moments and create FOMO (fear of missing out)

- Social Media
- Format: Real-Time Updates in stories, Reels, Carousel Posts, Event Hashtag Engagement, Posts
- Content Ideas:
- Behind-the-Scenes setup
- Attendee reactions ("What are you most excited about?" or "What did you receive most from the event?"
- Polls (Favorite moment so far?)
- Montage of key moments from each day (worship, crowd energy, service moments, etc.)
- "Day in the Life" of a volunteer, guest, etc.
- Testimonials
- Pictures of Day Recap: Photo of speaker, best quote, audience shot, people being greeted or talking to people; Think: Faces, highlight the feel and the people
- "Top 5 moments of Day 2"
- Quotes
- Worship segment
- Midday check-in
- Encourage attendees to post and tag social media account
- Repost attendee photos or reels
- Sermon notes
- Trending audio reels
- Timing Tips:
- Morning: Tease what's coming, coffee moments, venue filling up
- Midday: Crowd energy, service highlights
- Evening: Recap, testimonials, takeaway
- End of Day: "Day 1 Recap!"

## Debriefing and Evaluation

The Department Ministry Team shall work together to evaluate gatherings both formal and informal as to the following:

- **Engagement:** If attendance was good, why? If not so good, what could be contributing external and internal factors? Ask frequent non-attenders why they do not come. Use their response as cues for evaluation and change.
- **Frequency:** How often should your ministry be meeting for relational and ministry effectiveness?
- **Length of Meetings:** Does a ministry leader lose a whole day to come to one of your gatherings? Does the content of the meeting add value to the pastor and warrant them to give up 1-3 hours of a work day?
- **Variety:** Are the meetings predictable?
- **Effectiveness:** Ask attenders what keeps them coming. If their only reason is loyalty, that's good, but it is not good enough. Is there a role the Ministry Team can play increasing the effectiveness of the gatherings? If so, what would it be?

## **SECTION VII**

### **TEAM MOBILIZATION**

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Developing Team: Acquaint yourself well with your individual team members, Be vulnerable with them, Communicate, Delegate Ownership of the Ministry, Educate & Evaluate

# SECTION VII: TEAM MOBILIZATION



## Developing Your Team

True Development Happens in the Dark

Growth doesn't always happen in public—it often happens in hidden, quiet places. Think about it:

- Photographs are developed in a dark room.
- Some plants and flowers need shade to grow properly.
- A baby is formed and nurtured in the womb, hidden from the world.

In the same way, teams are best developed away from the spotlight—outside of events and public pressure. Leadership growth takes intentional, private investment. Here are five steps to help you develop your team behind the scenes:

### 1. Really Get to Know Your Team Members

A. Follow Jesus' Example: He knew His disciples' hearts.

- He understood their motives and could speak to their heart—not just their behavior.
- True development starts with knowing what drives people.

B. Learn what matters to them personally.

- Jesus knew their skills, interests, and backgrounds.
- When He spoke, He used familiar imagery—fishing, farming, building—to connect truth to their world.

C. Learn fun, random facts about them:

- Favorite snack
- Favorite hobby
- Favorite TV show or movie
- Favorite Bible verse
- Why? Because getting into their world shows that you genuinely care.

D. Then show them you were paying attention:

- Surprise them with their favorite snack.
- Plan a team outing around a hobby they enjoy.
- Mention that show or verse in conversation.
- Gift them something personal—like a T-shirt with their favorite scripture.

You can't develop someone you don't truly know.

### 2. Be Vulnerable With Your Team

A. Just as you need to know their hearts, they need to know yours.

- Share your story. Be transparent about your journey.
- Own your mistakes. Apologize when necessary. That builds trust and humility.

B. Why vulnerability matters in leadership:

- When correction is needed, your team is more likely to receive it well—because they trust your heart.
- They'll know your feedback isn't rooted in control or frustration, but in love and growth.

Biblical Example:

When the disciples failed to cast out a demon, Jesus responded strongly:

Matthew 17:17 & Mark 9:19

"You unbelieving generation," Jesus replied, "how long shall I stay with you? How long shall I put up with you? Bring the boy to me."

Later, the disciples approached Jesus privately:

Matthew 17:19 & Mark 9:28

"Then the disciples came to Jesus in private and asked, 'Why couldn't we drive it out?'"

Notice—they didn't take offense. They didn't say, "Why embarrass us like that?"

Why not? Because Jesus had already taken the time to know them deeply. They knew His heart.

### **3. Communicate. Communicate. Communicate**

#### **A. Communicate their responsibilities as a serve team.**

- Communicate what time they need to arrive.
- Communicate how long until after serving they need to stay.
- Communicate when they are scheduled to serve (and when they're not scheduled).
- Communicate the importance of being present... of being on time... of their service.
- Communicate the structure and the policies and procedures of the ministry.

#### **B. Communicate their individual roles and responsibilities.**

- Communicate information about the ministry night/event/service.
  - Communicate what you want them to do.
  - Create different ministry teams within the whole ministry.
- o Welcome Team
  - o Follow Up Team
  - o Games Team

#### **C. Communicate through various means... repeatedly.**

- Text
- Social Media
- Group Me / What's App
- In person meetings

#### **D. Communicating is also listening.**

- Listen to what they are observing.
- Validate their observations.

#### **E. For meetings, answer the questions they may have before they even ask them.**

- A good indicator to how well you have communicated is by the questions they ask during and after a meeting.
- If they ask a question to something you already spoke about in the meeting, you as the leader probably could have communicated that piece of information differently or in a way they could better understand.

### **4. Delegate Ownership of the Ministry**

- A. Let the team feel like the ministry is also theirs.
  - Incorporate some of their ideas, observations and/or suggestions.
- B. When you give them a task or responsibility within the ministry, as the leader, back off.
  - Our responsibility is to SHOW them how to do it, and then let them do it.
  - When we do the responsibility we asked them to do, we end up non-verbally communicating, "I don't like the way you're doing it." Or "you're doing it wrong..."
  - Let them exercise their muscles.
  - Jesus sent out the disciples by twos to do what He had spent time teaching & modeling for them.

## 5. Educate & Evaluate

### A. Educate them by resourcing them with the tools to succeed.

- If you want them to lead up the welcoming team, resource them with the best hospitality resources.
- Give them a book to read.
- Direct them to a podcast.
- Show them videos.

### B. Privately and lovingly, evaluate their work.

- They can't grow without evaluation.
- The ministry won't grow without a loving evaluation.
  - I really liked when you did this...
  - How do you think that idea worked?
  - What can we do to make it better?
  - I noticed this happened, is everything okay? Are YOU okay?

### C. Privately and publicly evaluate their GOOD works.

Celebrate them by:

- Giving them a shout out.
- Buying them their favorite snack.
- Saying specifically what they did to enhance the ministry.
- Recognizing them as volunteer of the month.
- Give them a small gift or gift card for their birthday.
- Ex: In meetings, we ask for the wins (what went right), but as we celebrate the wins, we celebrate the person behind it as well.
- Have people who serve under them make a video.
- Tell a story of how they have made an impact.
- Celebrating them does not have to cost anything.

Developing your team doesn't have to be difficult. It's actually pretty simple.

It's as easy as your **ABC's...**

1. **A**cquaint yourself well with your individual team members.
2. **B**e vulnerable with them.
3. **C**ommunicate. Communicate. Communicate.
4. **D**elegate Ownership of the Ministry
5. **E**ducate & Evaluate



## **SECTION VIII**

### **RESOURCES**

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Forms & Documents

## SECTION VIII: RESOURCES



1. On-Site Money Counting and Management
2. Bank Overview Account Verification Forms
3. Till Sheets
4. Petty Cash Request
5. Check Request
6. Event Deposit Totals (including online sales)
7. W9 Form
8. Income & Expense Sample Report
9. Sponsorship Letter Template
10. Sponsorship Levels Template
11. Incident Report
12. Background Check Template
13. Speaker Rider

\*All the above documents are provided digitally as well.



## CONTACT LISTS

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### **Houston Physical Location**

79 Uvalde Rd  
Houston, Texas 77015  
Office Hours:  
Tues - Thur 9:00 AM - 5:00 PM

### **Mailing Address**

PO Box 96738  
Houston, Texas 77213

### **Contact Information**

Phone: (281) 501-3646  
Email: txlahisdistrict@gmail.com  
Network Office Staff

### **San Antonio Physical Location**

10843 Braun Rd  
San Antonio, TX 78254  
Office Hours: Tues-Thur  
9:00 AM - 3:00 PM

Executive Administrative  
Assistant to the Superintendent  
& Houston Office Manager  
Rene Solis  
Email: TLHNAdmin@txlahispanic.org

Administrative Assistant  
to the Secretary/Treasurer  
Anahi Cortes  
Email: office@txlahispanic.org

Office Clerk  
Violeta Galeas  
Email: txlahisdistrict@gmail.com

Finance  
Johnny Gomez  
Email: contributorservices@gmail.com

Technology & Security  
Jose Flores  
Email: nhsec@txlahispanic.org

Miguel Cadena (San Antonio Office)  
Email: miguel@txlahispanic.org

Milo Cortes (Houston Office)  
Email: nhsec@txlahispanic.org

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# ON-SITE MONEY COUNTING AND MANAGEMENT

## STEP 1

A minimum of two people should count and verify the amount of each currency and total of what was turned in.

## STEP 3

Both counters **MUST** sign Accounting Verification form for accountability purposes.

## STEP 5

Date the Form and indicate source of income (ie. Friday Night Offering)

## STEP 7

Seal it and indicate the bag/envelope number on the form.

## STEP 9

Give Bank Deposit Bag/Envelope to Secretary/Treasurer.

## STEP 2

Use the Accounting Verification form to document.

## STEP 4

Document currency, coins, and check totals in Bank Deposit Overview Form.

## STEP 6

Sign the Form and place all monies in Bank Deposit Bag/Envelope.

## STEP 8

Place tear off in Ziplock bag titled "Bank Envelope Slips/Tear Off."

## STEP 10

Give all thoroughly completed forms to Secretary/Treasurer for proper bookkeeping.



## Purchase Authorization and Check Request

Date: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date check is needed: \_\_\_\_\_

#### Purpose

☐ Authorization to Purchase☐ Cash, Debit & Credit Reimbursement☐ Check Request

Information for Check:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Check. No. \_\_\_\_\_

Description of Item	Expense Category or Ministry Department	Cost
	TOTAL:	\$ 0.00

**Don't forget to attach receipts!**

Approved by: \_\_\_\_\_



## **TLYM CONCESSION AND MERCH TILLS**

### **STEP ONE:**

**ON TILL FORM, INDICATE STARTING AMOUNT, DATE, TIME, AND INITIAL.**

### **STEP TWO:**

**AFTER EACH CLOSING TIME, INDICATE ENDING AMOUNT, DATE, TIME, INITIAL AND SIGN. TURN IN MONEY AND FORMS TO SECRETARY/TREASURER.**

### **STEP THREE:**

**AT THE END OF THE DAY, ALL MONIES SHOULD BE SUBMITTED TO THE SECRETARY/TREASURE FOR PROPER ACCOUNTING VERIFICATION.**

### **STEP FOUR:**

**TLYM SECRETARY/TREASURER ASSUMES RESPONSIBILITY OF MAINTAINING PETTY CASH EASILY ACCESSIBLE FOR FOLLOWING DAY TRANSACTIONS.**



## **TLYM COUNTING & MONEY MANAGEMENT PROTOCOLS**

**WHAT BINDERS ARE INCLUDED WITH TLYM'S MONEY ACCOUNTING PROTOCOLS?**

- 1. TLYM ACCOUNTING VERIFICATION FORMS BINDER**
- 2. TLYM MERCH STORE BINDER**
- 3. TLYM CONCESSIONS STORE BINDER**

**WHAT IS INSIDE THE ACCOUNTING VERIFICATION BINDER?**

**ONSITE MONEY COUNTING AND MANAGEMENT STEP-BY-STEP DOCUMENT**

**PENCIL POUCH WITH PENS/PENCILS**

**PENCIL POUCH WITH BANK DEPOSIT BAGS**

**PENCIL POUCH FOR SAFE KEEPING OF DEPOSIT SLIPS FROM BANK DEPOSIT BAGS**

**BANK OVERVIEW ACCOUNTING VERIFICATION FORMS (MONEY COUNTING NUMBERS & TOTALS)**

**BANK DEPOSIT TOTALS FORMS (CONTAINS SLOTS FOR DEPOSIT AMOUNTS, SOURCE OF INCOME, BANK DEPOSIT BAG NUMBER)**

**EXTRA TLYM STORE & CONCESSIONS TILL FORMS**

**WHAT IS INSIDE THE MERCH STORE AND THE CONCESSIONS STORE BINDERS?**

**STEP-BY-STEP GUIDE TO TLYM CONCESSION AND MERCH TILLS**

**PENCIL POUCH WITH PENS/PENCILS**

**SEVERAL COPIES OF THE TLYM STORE/MERCH TILL FORMS (TO ANNOTATE DATE, TIME, AMOUNT OF PETTY CASH AT OPENING, AMOUNT OF CASH AT CLOSING, INITIALS OF ATTENDANTS, AND SIGNATURE.)**

## ACCIDENT/INCIDENT REPORT

### DATE AND TIME OF INCIDENT

Date: \_\_\_\_\_ Time of incident: \_\_\_\_\_  
Reported to: \_\_\_\_\_

### DETAILS OF INJURED PERSON (If applicable)

Person Injured: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_  
City / State / Zip: \_\_\_\_\_  
Church Name: \_\_\_\_\_

### DETAILS OF WITNESSES

Name of Witness: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### DETAILS OF INCIDENT

Location of accident / incident occurred: \_\_\_\_\_  
Incident information: (Provide details of how the accident / incident occurred)

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### TREATMENT ADMINISTERED

Was medical treatment offered? If yes, what was administered? \_\_\_\_\_  
\_\_\_\_\_

Was EMS offered? Please select one of the options below:

- ☐ Injured person was offered and accepted EMS assistance.  
☐ Injured person was offered and denied EMS assistance.

### SIGNATURES

I hereby voluntarily and of my own free will make this statement without having been subjected to any coercion, unlawful influence, or unlawful inducement. I swear or affirm I have read this statement, initialed all pages and corrections, and is true and correct to the best of my knowledge.

Signature of injured person: \_\_\_\_\_ Date: \_\_\_\_\_

Print name of parent / guardian (if under 18 years old): \_\_\_\_\_

Signature of parent / guardian: \_\_\_\_\_

### FOR OFFICE USE ONLY

Individual submitting report: \_\_\_\_\_  
Date submitted: \_\_\_\_\_



## Speaker Rider Form

Please complete this form and return to your event contact.

### 1. HOST/MINISTRY CONTACT INFORMATION

Speaker Full Name: \_\_\_\_\_

Ministry Name: \_\_\_\_\_

Ministry Address: \_\_\_\_\_

Ministry Phone: \_\_\_\_\_ Website: \_\_\_\_\_

Contact Person Name/Title: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contacts Phone: \_\_\_\_\_ Contacts Cell: \_\_\_\_\_

### 2. EVENT DETAILS (to be completed by Department)

Date(s)/Year: \_\_\_\_\_

Location/Venue: \_\_\_\_\_

Full Address: \_\_\_\_\_

Event Name/Type of Event (pastor's conference, district council, women's retreat, etc.): \_\_\_\_\_

Primary Audience (men, women, youth, pastor's wives, etc.): \_\_\_\_\_

Event Theme/Focus: \_\_\_\_\_

Specific Date(s)/Time(s) for speaking and timeframe (for example; Friday from 1-2 for 1 hour): \_\_\_\_\_

Event Language: ☐ English ☐ Spanish ☐ Bilingual

Translator details if one is provided.

Will audio/visual be available for DVD and/or power point presentation?

☐ Yes ☐ No

Please send your media to \_\_\_\_\_ by \_\_\_\_\_.

Host Contact Information: \_\_\_\_\_

Hotel Reservation: \_\_\_\_\_

### 3. TRAVEL INFORMATION

Your method of travel for this event: ☐ Car ☐ Flight

Would you prefer to book your own flight and we reimburse you, or would you rather our ministry make your travel arrangements? \_\_\_\_\_

If booking your own travel, please submit all receipts to \_\_\_\_\_.

What address should we forward all travel expense reimbursements?

Made payable to: \_\_\_\_\_

Mail: \_\_\_\_\_

\*If flying, the ministry can provide for two coach roundtrip airline tickets, not to exceed \$750/ticket.

Airport you are flying out from: \_\_\_\_\_

Day & Time preference for flying out: \_\_\_\_\_

Airport you are returning to: \_\_\_\_\_

Day and Time preference for return flight: \_\_\_\_\_

Your name and the name of your guest per your ID:

\_\_\_\_\_  
\_\_\_\_\_

\*Special Room Requests: \_\_\_\_\_

Favorite Snacks:

Hobbies:

Shirt Size:

Favorite Starbucks Drink:

Favorite types of books:

#### 4. BOOK SALES

Do you have any books or merch you want to sale at the event? \_\_\_\_ Yes \_\_\_\_ No

Will you need an assistant to assist you at your table? \_\_\_\_ Yes \_\_\_\_ No

\*Please bring your own petty cash.

#### 5. HONORARIUM

What name do we make the honorarium out to? \_\_\_\_\_

A W-9 form is attached. Please complete and submit with this form.

All honorariums will be provided at the end of the event.

Thank you for your time! We look forward to serving you in any way we can during your time with us and having a memorable experience.



March 21, 2025

Dear Chris,

We know when our ministers are fully equipped, they are more effective at walking out their call and our churches are healthier for it.

As we approach our Network LEAD Minister's Retreat on June 9-11, 2025, the Texas Louisiana Hispanic Network is looking for partners we can advocate for and promote among our network family at our upcoming event. We are also looking for partners who will provide valuable resources to the 273 credentialed ministers and 127 churches in our network. We have pastors of all generations who we know could benefit from your services.

The purpose of our 2025 LEAD Minister's Retreat is to provide our ministers with three days of intentional soul care, relational therapy and spiritual renewal. We firmly believe that when we have healthy ministers, we can have healthy churches that transform their local community and their mission field around the world.

This year we would like to invite you to partner with the Texas Louisiana Hispanic Network through sponsorship. Attached is a list of opportunities that describe our various sponsorship levels. Our commitment to you is to ensure you have maximum exposure and advertisement as well as have intentional opportunities to connect with key leaders and ministers in our network.

We deeply value you and would love to have you share in this significant opportunity. Thank you for your prayerful consideration.

We look forward to hearing back from you about how we can partner together.

*Rev. J. Alfaro*

Texas Louisiana Hispanic Network  
Superintendent / Pastor  
[jay@txlahispanic.org](mailto:jay@txlahispanic.org)

# SPONSORSHIP LEVELS



## Diamond

- Event Sponsor
- Invitation to attend Leader's Gathering/Session at event
- VIP Pass at Event
- 5 Minute Window During Main Service
- 2:3 Minute Video During Main Service
- 2 Complimentary Tickets to Event
- Promo Materials in Registration Bag
- Name in Program + Promo Slide on Screen throughout Event
- 1 Free Exhibit Booth

\$



## Platinum

- Event Sponsor
- 3 Minute Window During Main Service
- 2 Minute Video During Main Service
- 1 Complimentary Ticket to Event
- Promo Materials in Registration Bag
- Name in Program + Promo Slide on Screen throughout Event
- 1 Free Exhibit Booth

\$



## Gold

- Reception Sponsor
- 2:3 Minute Video in a General Session
- Promo Video Included in Media Loop Before and After Services
- Signage at Reception
- Promo Materials in Registration Bag
- Name in Program
- 1 Free Exhibit Booth

\$



## Silver

- Reception Sponsor
- 2:3 Minute Video Included in Media Loop Before and After Services
- Signage at Reception
- Promo Materials in Registration Bag
- Name in Program
- 1 Free Exhibit Booth

\$



## Bronze

- Event Sponsor
- Promo Materials in Registration Bag
- Name in Program + Promo Slide on Screen throughout Event
- 1 Free Exhibit Booth

\$

## Event Reflection:

<b>GLOWS</b> (In what areas did we shine?)	<b>GROWS</b> (In what areas can we improve in?)

### SPIRITUAL EMPHASIS

Did TLYM Youth Convention capture and meet the vision for this event? Please explain?

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In your opinion, was there enough emphasis on the Holy Spirit? Give an example.

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### MINISTRY SPECIFIC

In the area you served in, what is one thing you believe was executed well and one area that needs improvement?

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What could you have done differently to make it better?

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### LEADERSHIP DEVELOPMENT

Do you feel you were adequately prepared for the task/assignment you were given? How could we have better prepared you?

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How would you rate the communication from leaders and team members?

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Do you have any suggestions on how we can improve in this area?

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