

Hope Baptist Church

"...that your faith and hope might be in God." 1 Peter 1:21

Connect 970.682.8885 | HopeBaptistColorado.org

Visit 5688 McWhinney Blvd | Loveland, CO 80538

Write PO Box 2481 | Loveland, CO 80539

Edward Barclay, Pastor

RE: Missionary Presentation Approved

Dear Potential Missionary Partner,

We understand that you anticipate your arrival on field just as soon as possible, and we trust that God will prosper your way to that end as quickly as possible.

Furthermore, we are thrilled to inform you that based upon your responses to our questions, our church calendar, and the current climate of our missions program here at Hope that we would like to confirm your meeting with us.

Below, we want to provide you with additional information about us, and we would also like to receive some additional information from you.

- Confirmation of dates and times
- Information about your meeting with us
- Information about you
- W9 Information

Joyfully serving Christ together with you,

The Missionary Support Team

Hope Baptist Church

Loveland, Colorado



Part 1: Meeting/Presentation Confirmation

We have scheduled you for the following service date:

We understand that you intend to be with us for the following specific service times: [HBC Staff, please select all that apply.]

- Sunday Bible Study at 9 AM
- Sunday Morning Worship at 10 AM
- Sunday Evening Worship at 6 PM
- Wednesday Prayer & Bible Study at 7 PM
- Appointment with Pastor for a meal
- Appointment with Directors of Missions for a meal
- Other:

Part 2: About Hope Baptist Church

Here are a few things we wish for you to know about your scheduled meeting with us.

Financial Aspects of Your Meeting

Travel Expenses

Concerning our coverage of your travel expenses to be with us: [HBC Staff, please select one.]

- We intend to fully cover all of your travel expenses.
- We will do our best to cover a portion of estimated travel expenses. Occasionally our church is unable to fully fund a trip to our church from a great distance away. We recommend that you seek to be in several churches during your time in our area.
- Unfortunately, at this time, we will not be able to cover your travel expenses.
- For meal-appointments with our pastor or director of missions, we typically do not cover travel expenses; however, we do intend to cover the cost of our meal together.

Lodging

We intend to provide your lodging while you are with us. In just a moment, we'll ask a few questions so that we can adequately prepare for your lodging needs.

Love Offering

It will certainly be our desire to provide you with a love offering for your time at Hope Baptist Church. We base our love offerings on a number of factors including the particular service you are involved in, the number of services you are involved in, the type of involvement requested for each service, and a number of other factors.

In many cases, we need you to fill out the attached W9. This greatly helps us in the future if we decide to take you on for monthly support.

Presentation Aspects of Your Meeting

Presentation Opportunities

You will typically have 10 minutes to present your ministry and your burden for your field during one of our services. This includes your video presentation if you choose to show one.

Please plan to present your ministry during the following services: [HBC Staff, please select all that apply.]

- Sunday Morning Bible Study @ 9 AM
- Sunday Morning Worship Service @ 10 AM
- Sunday Morning Kids Express Service @ 10 AM
- Sunday Evening Service @ 6 PM
- Wednesday Evening Prayer & Bible Study @ 7 PM
- Wednesday Evening Master Clubs Class @ 7 PM
- Other:

Preaching/Teaching Opportunities

We would like for you to be prepared to preach/teach during any of the following indicated services: [HBC Staff, please select all that apply.]

- Sunday Morning Bible Study @ 9 AM
- Sunday Morning Worship Service @ 10 AM
- Sunday Morning Kids Express Service @ 10 AM
- Sunday Evening Service @ 6 PM
- Wednesday Evening Prayer & Bible Study @ 7 PM
- Wednesday Evening Master Clubs Class @ 7 PM
- Other:

Church Media

We are prepared to play media from almost any kind of HDMI enabled device with at least a little warning. However our preferred method is to play your video directly from our media booth PC. This computer sends signal directly to our overhead projection system.

Please let us know in advance of your intentions:

Relationship Aspects of Your Meeting

Connecting With You

Your *contact* from this point on will be Jerry Williams, Director of Missions at Hope Baptist Church.

- Cell: (970) 685-9085
- Email: ev4jw2@gmail.com

Our church *mailing address* is Hope Baptist Church | PO Box 2481 | Loveland, CO 80539. Please use this address for all physical correspondence.

Our church *physical address* is Hope Baptist Church | 5688 McWhinney Blvd | Loveland, CO 80538. Our church is located just behind Cracker Barrel in the Outlets At Loveland five doors West of the Nike Outlet.

Meals

Our desire is for several members from our Missionary Support Team to be able to enjoy a meal with you getting to know you, your family, your burden, and your desires a little bit better. Also, if the schedule works out, our pastor would also like to be able to enjoy a meal with you and your family.

Emergencies

If you are in a difficult situation or are unable to reach us by other means, please feel free to reach out to our pastor, Edward Barclay.

- Cell: 970-518-5128
- Email: pastor@hopebaptistcolorado.org
- Home: 1801 Rhyolite Street, Loveland, CO 80537
- Pastor would also like to connect with you on either Facebook or Twitter.
twitter.com/EdwardBarclay | facebook.com/edwardbarclay3

Part 3: About You

Lodging

It is our desire to take care of your lodging while you are with us. Please indicate all of the following that apply.

1. I would appreciate/enjoy the following lodging accommodation:
 - A hotel.
 - A church member's home with a "hotel-style" guest room.
 - A church member's home who is interested in missions.
 - No lodging is necessary, I have alternative means available.
2. Please indicate the number of beds you require.
3. Date you intend to "**check-in.**" Typically this would be the night before your meeting with us, but we can make adjustments to work with your schedule if need be.
4. Date you intend to "**check-out.**"

Family

1. Will your spouse be joining you? No Yes
2. How many total family members will be in your party for our scheduled meeting?

Restricted Access Nations

If you will be serving in a restricted access or creative access situation, please briefly explain your desires of our announcements, broadcasts, etc. while you are with us.

Display Table

Are you planning to setup a display? No Yes If yes, how would you like for us to accommodate your display needs?

- 4ft table
- 6ft table
- 8ft table
- No table necessary

Needs

Please list any immediate needs you or your family have:

Part 4: W9 Financial Information

Dear Potential Missionary Partner,

Thank you so much for joining us and being a part of our ministry here at Hope Baptist Church. We are thrilled to have you here with us this week. We pray that you will discover gracious hearts who serve a big God during your time with us. If there is anything that we can do for you while you are with us, please let us know.

As part of your ministry here, we are prepared to provide you with a love offering as well as to reimburse your travel expenses.

- If you would like these checks **made out to you personally**, please check here and fill out the enclosed W-9 and return it to our office/pastor at your earliest convenience. Common fields for this situation have been highlighted for you.

- If you would like these checks **made out to your church or mission agency**, please check here and disregard the W-9. Then please supply the following information:

Organization Name:

Organization Address:

Organization Phone:

Organization EIN:

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	Hope Baptist Church PO Box 2481 Loveland, CO 80539	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.