

# *New Birth Community Church*

PO Box 8433 | Mobile, AL 36689 | [www.newbirthcc.org](http://www.newbirthcc.org) | [newbirthcc@comcast.net](mailto:newbirthcc@comcast.net)

*Cederick D. McMillan, Senior Pastor*

## *Speaker Request Form*

Thank you for considering Pastor McMillan as a speaker for your event. This form is for gathering information and does not constitute a commitment of engagement. Please fill it out and return to us.

Please be aware of the following guidelines when placing an invitation to Pastor McMillan:

- Due to his preaching and teaching responsibilities at New Birth Community Church, Pastor McMillan is rarely able to accept speaking invitations that will require him to travel or speak over a weekend.
- Due to Pastor McMillan's busy schedule whenever possible we prefer that he be able to fly first class so as to work while traveling. If possible we also prefer that a coach ticket be purchased for Pastor McMillan to take a male assistant for purposes of remaining "above reproach". If these requests cannot be fulfilled please make a note of what travel arrangements can be made. We know that for some organizations and events this request is not possible and is not a determining factor regarding which requests Pastor McMillan will accept.
- As a general rule, with few exceptions, Pastor McMillan does not MC programs or speak at programs where he is ministering with other speakers at the same service time.
- In an effort to prioritize his speaking schedule Pastor McMillan generally does not travel to speak to small group settings.
- In an effort to juggle the demands of his family, local church, and outside speaking invitations, his acceptance of invitations must be kept to a minimum in order to allow adequate time for each of these priorities.

Once received, Pastor McMillan will have his staff check for conflicting engagements and he will prayerfully consider your invitation. Once he has reviewed the information provided, he will have someone from his staff contact you. Again, thank you and *May the Lord God Bless You Richly!*

Organization: \_\_\_\_\_

Senior Pastor: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Website \_\_\_\_\_ Event Contact Person \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### ENGAGEMENT DETAILS

Date(s) of Engagement \_\_\_\_\_ Time \_\_\_\_\_ Date Requested \_\_\_\_\_

Time allotted to minister \_\_\_\_\_ What's the attire for this event? ( )casual ( )clergy attire ( )other: \_\_\_\_\_

Location of Engagement \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Theme \_\_\_\_\_

Scripture(s) \_\_\_\_\_

Expected Attendants \_\_\_\_\_ What advertising will be done? \_\_\_\_\_

What type of advertising information will you need from Pastor McMillan? \_\_\_\_\_

Will there be a visible area available to sell Pastor McMillan's books? \_\_\_\_\_. Please note that Pastor McMillan requests two (2) volunteers to assist in selling his products.

Is this a conference?  Yes  No

If yes, please provide the names of other confirmed guests, along with their ministry dates

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

If no, please select one of the following:

Revival (How many nights? \_\_\_\_\_)  Training  Keynote  Workshop

Event Description:

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

Date Response Needed By: \_\_\_\_\_

If Pastor McMillan is unavailable, will you accept another speaker from our church? \_\_\_\_\_

Honorarium Offered: \_\_\_\_\_

(Please understand that Pastor McMillan understands that the “anointing” or the “Word of God” can be bought. However, his time must be compensated fairly. Please list the best **guaranteed** offering Pastor McMillan can expect. Pastor McMillan prefers to have a set amount agreed upon before arriving. Thus, taking up a “love offering” is NOT suggested.)

If Pastor McMillan raises a second offering, how will it be divided? ( )50/50 ( )60/40 ( )70/30 ( )Other: \_\_\_\_\_

#### GENERAL REUIREMENTS:

Pastor McMillan requests that the following be provided for out of town engagements: Ground Transportation to and from the event, Air Transportation (if applicable), and Hotel Accommodations. If Pastor McMillan drives to an one day event, no hotel will be needed. However, a gas allowance/reimbursement must be provided. All requirements or cancellation must be within 72 hours of the event. Please contact the Church Office, if these items cannot be provided. A Ministry Representative will contact you within 2 weeks to confirm this engagement.

*Please Note: Before an application can be properly reviewed, the Senior Pastor or Ministry Leader MUST sign this form*

I do hereby authorize this ministry request for Pastor Cederick D. McMillan. My signature denotes my approval of the above referenced event(s). An unsigned request will not be processed.	
Signature of Pastor/Ministry Leader:	Date:

