

**IMPARTATION MINISTRIES, INC. / REV. BEN HOLLOWAY
CONTRACT OF AGREEMENT (COA)**

Revised 7/09

This COA is for the purpose of maintaining a high standard of clear Christian communication with integrity and to state that both Impartation Ministries, Inc., and _____, **(the sponsor)** and have obtained a mutual agreement for our time of ministry with you. Impartation Ministries, Inc. is a non-profit 501-C3 corporation overseen by an independent board of directors. All finances (honorariums, CD sales, etc.) are established, controlled, distributed, and agreed upon by the board according to the needs of the ministry. This COA is expected to be **signed and returned** to Impartation Ministries, Inc., 1885 Hicklin Road, Madisonville, KY 42431 (_____) days prior to the first date of ministry. **(Also see section 2)** Please review the below listed points. Please contact us if you have any questions:

Please read thoroughly and print legibly.

1. HONORARIUM:

Indicate your preference by initialing one below.

***Please note Ben Holloway will do a maximum of (_____) meeting(s) per visit with you.**

Church meetings/services Initial here:

One meeting/service: **\$400.00 or offering (which ever is greater)** _____

Two meetings/services: **\$600.00 or offering (which ever is greater)** _____

Three meetings/services: **\$800.00 or offering (which ever is greater)** _____

This does not apply for conferences with registration.

(Note: for churches of 300 or less, reduced honorariums are negotiable.)

2. PAYMENT:

All fees are to be paid to "Impartation Ministries, Inc." in U.S. currency. A non-refundable deposit of \$75.00 (**per date secured**) should be returned accompanying this agreement to our postal address. The remaining balance of the honorarium is to be given to Ben Holloway after the time of ministry with the sponsor before he leaves the venue. Please inform us **AHEAD OF TIME** if you need to mail us the remaining balance after the event.

3. EXPENSES:

It is understood by the sponsor that the following traveling costs are included for this trip and **are not part** of the honorarium but are the responsibility of the sponsor:

Airfare:

Unless otherwise discussed, Impartation Ministries, Inc. will book airfare through our travel agent. When the reservations are made, approximately 28 days from the scheduled date of ministry, our travel agent will send you a notification via email with all flight details. You will have 24 hours to make the transaction for that reservation.

Arrangements also need to be made by the sponsor to get Ben Holloway to and from the

airport, church/venue and lodging accommodations. It is appropriate to have an assigned **MALE** driver during Ben Holloway’s ministry time with you.

Assigned Driver Information:

Contact Name: _____

Contact Phone: _____

_ Traveling By Car:

1) If traveling by car, the sponsor agrees to pay \$.55 (as allowed by the United States Internal Revenue Service) per mile roundtrip Madisonville, Kentucky. Mileage incurred is considered to be an expense, a responsibility of the sponsor, and **is not expected to be deducted from the honorarium.**

_ Food:

1) All food/meals are to be provided by the sponsor for Ben Holloway during his stay with you. Food/meals are considered to be an expense, a responsibility of the sponsor, and **is not expected to be deducted from the honorarium.** We do not demand specific foods, but please know that we are health conscious.

_ Lodging:

1) We consider it very important that appropriate lodging accommodations such that Ben Holloway has a proper environment that is conducive to proper rest. We ask that sponsor provide a hotel comparable to Holiday Inn Express, Hampton Inn, or better. Due to “security risks”, **“motels” are unacceptable. We will need one room. Please reserve under “Impartation Ministries, Inc.”** In rare situations, accommodations in host homes **may be suitable.** Such arrangements must be made **in advance** with the Impartation Ministries, Inc. office. Lodging is considered to be an expense, a responsibility of the sponsor, and **is not expected to be deducted from the honorarium.**

Name/address of hotel:

4. MERCHANDISE:

Sponsor agrees to provide two 6-8 foot tables with two trustworthy volunteers to oversee and manage the sale of Ben Holloway’s CD’s both **30 minutes before the meeting(s) begin and 30 minutes after the meeting(s) end.** Each piece of merchandise is to be sold at the “marked” price. Checks are to be made payable to “Impartation Ministries, Inc.”. Sponsor agrees to make an announcement at each meeting as to the availability and location of our product table. If traveling by air, we will ship product to sponsor ahead of time.

Address to ship product to: Attn: _____

5. RECORDINGS (Audio and Visual):

Sponsor acknowledges that Impartation Ministries, Inc. is the sole owner of any and all recordings of Ben Holloway’s songs, music, teaching or preaching made. Impartation Ministries, Inc. also maintains the right to approve or disapprove the usage of such recordings. The request to use these materials or contemplated uses must be made to Impartation Ministries, Inc. via email at (benwithimpartation@yahoo.com) and are subject to approval. Please provide Impartation Ministries, Inc., with one master quality copy of all recordings made (mailed to our office address) within 30 days after the ministry time.

6. MISCELLANEOUS:

If Brother Ben will be ministering in music with soundtracks he can be expected to arrive a ½ hour before the start of the first event for set up and sound check. He can be expected to arrive 15 to 20 minutes before the start of every other event, unless otherwise discussed.

PLEASE READ AND SIGN:

This COA is entered into by the parties in a spirit of Christian brotherhood for the purpose of establishing good communications and mutual understanding. The Sponsor’s signature below acknowledges their agreement with all of the information contained herein. This COA is not confirmed until it is signed by Sponsor, received by Impartation Ministries, Inc., and accompanying a non-refundable deposit of \$75.00 (per date secured), and it is accepted and signed by Impartation Ministries, Inc.

I have read and understand this COA in its entirety and agree to all requests stated.

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Senior Leader (Sponsor) Name	Senior Leader (Sponsor) Signature	Date
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Impartation Ministries, Inc.	Signature	Date

Impartation Ministries, Inc. ♦ 1885 Hicklin Road ♦ Madisonville, KY 42431
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