

First Baptist Church of Mansfield

Payment Request Form

Please complete this form for all church expenses and reimbursement requests, attach receipts, and give to the church treasurer

Date of Request: _____

Please pay \$ _____ to

Name: _____

Address: _____

Phone: _____ Email: _____

Church Budget Category (circle one):

A. Pastoral Ministry

Pastor's Salary, Housing, and Benefits

1. Salary and Housing
2. Health Care Expenses
3. Retirement (M&M)
4. Social Security Tax Offset
5. Contribution to Pastoral Sabbatical Leave Fund

Reimbursed Expenses:

6. Automobile
7. Conference
8. Continuing Education
9. Hospitality
10. Professional Memberships

B. Church Home

1. Church Transportation Service
2. Electricity
3. Heating Fuel
4. Insurance
5. Janitor & Supplies
6. Maintenance
7. Mowing
8. Phone and Internet
9. Plow Snow
10. Trash Removal
11. Capital Improvements

C. Deacons

1. Deacons' Supplies
2. Pulpit Supply
3. Secret Place Devotionals

D. Music

1. Choir Director
2. Church copyright licenses
3. Bells & Instrumental Ensemble
4. Music
5. Organist/Pianist Supply
6. Piano & Organ Maintenance
7. Youth Choir
8. Music Ministries

E. Christian Education

1. BYF
2. Camperships
3. Ch. Ed. Supplies & Resources
4. Curriculum
5. Church Family Events (picnics)
6. Leadership Training
7. Nursery Attendants
8. Vacation Bible School
9. Background security checking

F. Committees

1. Church Heritage
2. Communication
3. Flowers
4. Social
5. Stewardship

G. Church Office

1. Church Secretary
2. Office Equipment, AV and Computer
3. Office Supplies, Postage, & Printing .

H. General Services

1. Accountant Fees
2. Advertising
3. Convention Expenses
4. Northeast Association Dues

I. In/Out

1. Easter Flowers
2. Other (describe below)

Additional explanation of expense, if appropriate:

Authorized by: _____ Date: _____

Chair of _____ Board/Committee