



## Rare Circumstance Adjustment Application

Unusual circumstances that are clearly outside the church’s normal activity will be considered for an adjustment to church income. The adjustment should be requested during the affected assembly year and approved by the district superintendent and District Advisory Board. Upon district approval, a leadership team at the Global Ministry Center will consider the request based on the circumstances, church-giving patterns, and history of denominational faithfulness.

The pastor of the church should complete this form, attach additional documents as necessary and remit to the district office.

District Name: \_\_\_\_\_ Date: \_\_\_\_\_  
 District Superintendent: \_\_\_\_\_  
 Church Name: \_\_\_\_\_ Church Fax: \_\_\_\_\_  
 Pastor: \_\_\_\_\_ Church Phone: \_\_\_\_\_

Complete this three-year history of church income.

2008: \_\_\_\_\_ 2009: \_\_\_\_\_ 2010: \_\_\_\_\_

### Three-Year History of Budgets (Assigned Goal / Actual Amount Paid) for WEF, P&B, and Education

2008: _____ / _____	WEF	_____ / _____	P&B	_____ / _____	EDU
2009: _____ / _____	WEF	_____ / _____	P&B	_____ / _____	EDU
2010: _____ / _____	WEF	_____ / _____	P&B	_____ / _____	EDU

If the rare circumstance is a cash gift, please complete the section below. If it is not a cash gift, skip to the next step.

Gift Amount in USD: \_\_\_\_\_ and designation: \_\_\_\_\_

Please provide a one-page (or less) summary of the rare circumstance. If the rare circumstance is not a cash gift, be sure to include sufficient details and background for a decision.

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District Superintendent, please review the application with the district advisory board, and upon approval, sign and remit to the Global Ministry Center. Send a signed and dated copy to the pastor. If not approved, return to the pastor with a letter of explanation.

\_\_\_\_\_  
 District Superintendent Signature / Date

\_\_\_\_\_  
 Global Ministry Center Signature / Date

**For district office use:**  
 Date received: \_\_\_\_\_  
 Recommended for RCA: Y / N  
 Date completed: \_\_\_\_\_  
 Remit to: GTS, 17001 Prairie Star Parkway, Lenexa KS 66220

**For Global Ministry Center use:**  
 Date received: \_\_\_\_\_  
 Approved for RCA: Y / N  
 Date completed: \_\_\_\_\_  
 File with copies with FS, SM, district office, and local church