

Ministry Information

Arrival Time: We plan to **arrive on the meeting date approximately two hours before ministry time** to allow for set up and sound level checks. **If possible, please have someone meet us** at the arrival time to help us in moving pulpit/ stage furniture. If this is not possible, please let us know in advance which pulpit/stage furniture is moveable to allow room for us.

Table Display: We have a table display which is an extension of our ministry. We provide the table, however **we appreciate your advice on the best location for it.** We prefer the display be visible to people as they enter and exit the meeting.

Meals: We always enjoy a time of fellowship during our stay. If you are planning a meal before or after the meeting, **please let us know in advance** so we can make adjustments to our time of arrival and departure.

Love Offering: The Mattingly Family is a full time faith ministry that travels to churches on a **love-offering** basis. Our expenses are determined by the distance we have to travel. If we travel a great distance we try to schedule multiple churches. Your hospitality regarding meals and a “home away from home” to rest in is always appreciated. All love-offerings are used for the support of the Mattingly Family. We only continue as God’s people are led to financially support this Ministry. For events other than churches please call us for financial costs.

Please make all checks payable to The Mattingly Family. If possible, we prefer to receive love offering the same day the meeting takes place. If that is not possible please let us know in advance.

Cancellation Policy: In the event of need for **cancellation**, please notify us at least **two weeks prior to the ministry date.** This will allow time for us to reschedule the meeting date as well as fill the vacant date. If last minute cancellation is necessary due to inclement weather, please contact us immediately.

Thank you for taking time to read and consider the above guidelines. We also ask that you join us in the most important preparation... **PRAYER!** Before we arrive we lift our meetings to the Lord, asking for lost souls to be saved and for churches and families to be encouraged and renewed. We appreciate your prayers for this event.

If you have any questions, please contact us. We appreciate your preparation for this special meeting and look forward to worshipping with you. May God richly bless you.

In His Name,

The Mattingly Family

March 21, 2006