

## **Curriculum Ordering and Distribution: (Pertaining to Adult Life Groups)**

For using and ordering curriculum other than Sermon Companion booklets or DVD curriculum currently available from the Small Group Ministry Team, Trinity Baptist Church will subsidize the curriculum cost with prior authorization from Brian Moyer.

**All materials under \$10 individually (study guides and books, plus shipping and handling if applicable) will be subsidized by Trinity at a rate of one-half of the cost. In the case of materials over \$10 individually, Trinity will pay a flat \$5 subsidy per book or study guide.** If the curriculum is DVD based, TBC may pay for this as well; however, the DVD needs to be returned to the office upon completion of the study.

**Life Group leaders will be responsible to place the order and collect the money from their group members. Once a receipt is received by Angie Bergman, a check from Trinity will subsidize the order.**

1. Life Group Leader to submit information to Brian Moyer, Small Group Point Leader, for approval.
2. Life Group Leader (or assigned small group member) to collect money from group members.
3. Once money is collected from group members, place your own order through [www.christianbook.com](http://www.christianbook.com), if possible. Be sure to access Christian Book through the "Resource" page on our church website ([www.todayschurch.com](http://www.todayschurch.com)). The church receives a commission on each order placed this way.
4. Submit a reimbursement request (along with copy of invoice) to Angie Bergman for subsidized portion agreed upon per Brian Moyer.
5. Can use Sermon Companion booklets until your order arrives.