



On behalf of Dr. Sarah Morgan, we want to extend our heart-felt gratitude for *potentially* opening your region to host **Prayer Academy** in the *Your Region*. Below are a few guidelines based on best practices that we would like to use as a starting point for further discussion with your board:

1. Prayer Academy derives from Ephesians 4:11-16 serving as an equipping ministry to mature the Saints for the work of the ministry in the area of prayer.

“And it came to pass, that, as he was praying in a certain place, when He ceased, one of His disciples said unto Him, Lord TEACH us TO PRAY, as John also taught his disciples...And He said unto them, When you pray say...” Luke 11:1

Prayer is taught and prayer is caught, hence our mission “Raising **Praying** Warriors” Prayer Academy comprises of 6 modules and a series of SPECIAL EDITIONS:

- Prayer Module 1 and 2
- Intercession Module 1 and 2
- Spiritual Warfare Module 1 and 2

Each Module is formatted as a seminar, which is facilitated from 9am – 4pm with lunch and restroom breaks in between. The Academy Culminates with prayer activation and ministry is executed at the end of seminar and the Holy Spirit has preeminence to bless His people as desired.

2. A small registration of \$35 is required to cover and defray miscellaneous expenses eg. marketing, flyers, e-blasts, etc. Registrations can be taken online on our website www.womenofvisionla.org, or by calling the Prayer Academy hotline (888) 320-5622 ext. 1, or at the door on the day of the Academy. Our preference is to pre-register to help us determine approximately how many Manuals should be printed.

This Seminar is open to all members of the Body of Christ in and around the region, Prayer Academy, at our own expense, will embark on aggressive advertising utilizing multiple platforms and vendors to ensure that there is a heightened awareness in the area.

3. Manuals are \$30 each (*manuals with more pages than usual will incur additional cost*), which becomes student’s personal property for deeper study and reference point after seminar. Purchasing of a manual is highly recommended, but not mandatory. (Prayer Academy will have these available during the registration check-in process)



MINISTRY REQUIREMENTS

4. Honorarium:

- A worthy honorarium is to be discussed and agreed upon prior to booking directly with Pastor Sarah Morgan or the Women of Vision administrative staff.

5. Travel Arrangements:

- Prior to booking, review and agree upon Pastor Morgan's air travel itinerary with the Women of Vision Administrative Team.
- **2 Airline tickets are required.** - 1 coach class preferred isle seat toward the front of the cabin and 1 coach class ticket are required. 3 checked bags should be paid for both coming and going.

6. Hotel Accommodations and Food:

- **2 non-smoking hotel rooms are required** for Pastor Sarah Morgan (*preferably with a sitting area and couch for studying purposes*) who travels with an assistant.
- In hotel room – Cold Diet Coke (in a can), bottled water (Dasani or Fiji preferred), Lightly Salted Mixed Nuts, Cashews, or Dry Roasted Peanuts.
- Dinner – Please provide healthy choices.

7. Speaking Arrangements:

- Before and after the Academy: bottled water (cold in the bottle, preferably Fiji water) Pastor Morgan does not usually drink water while teaching.
- After service, she also likes a cold diet coke, in the can.
- Handheld cordless microphone is preferred.
- If possible, a musician accompaniment during service. (*Please let us know ahead of time if this is not available*)

8. Payments:

- All payments are due upon completion of ministry. A certified cashier's check/money order made payable to Sarah Morgan or cash is required for all honorariums. We do not accept ministry checks.

9. Copies of CD's:

- Copies of any CD's or DVD's recorded should be handed to Pastor Morgan directly after service or mailed: **Vision Intl. Min. | 5012 S. La Brea | Los Angeles, CA 90056**

The above outlined requirements are understood and accepted. (Please sign)

Ministry Name

Host Name

Signature

Date

This signed agreement serves as the FINAL confirmation to secure your request.



ADDITIONAL PRAYER ACADEMY REQUIREMENTS

10. We recommend, if at all possible that hosting church provide a catered lunch on-site for small donation. The other option would be for the delegates to get their own lunch.
5. Classroom seating with 6-8ft rectangle tables to seat 3 at most 4 per table is preferred if possible. If not possible, then theatre seating is fine. Prayer Academy is sensitive of the times we are living in and endeavors to keep it as cost effective as possible in the spirit of good stewardship.
6. The marketing and advertising, including Flyers, E-blasts, and Registrations will be facilitated by Prayer Academy staff, in conjunction with recommended efforts by host ministry. We request that you assist with getting the word out in church announcements, bulletins, Host's Church E-blast and word of mouth for local community. **Prayer, prayer, and more prayer, for the Academy.**
7. On the actual day of seminar, we request a collaborative effort together with Host's Ministry of Helps and Hospitality, greeters, altar workers, ushers, etc., in the spirit of Kingdom...**T.E.A.M., Together (we) Everyone Accomplishes More.**
8. Plenty of water to keep delegates hydrated, you may choose to charge a small donation for this.
9. Mints on tables...it's a long day...

FINAL NOTES

10. Registration at the door will be Prayer Academy's Team responsibility, but a collaborative effort if you have willing volunteers.
11. Usually at the end of Seminar as the Lord leads we receive The Lords Offering (Exodus 35:5), where a percentage is given to Hosting Ministry to help defray expenses, if permitted by leadership.

We look forward to great time in the Lord and have already embarked on praying for it. *"Anything that is not birthed in prayer is illegal; the place of prayer is the place of power."*

"if my people, who are called by my name, will humble themselves and pray..."
2 Chronicles 7:14

If you have any questions or concerns, please do not hesitate to contact myself 323-385- 7461, or the Prayer Academy Hotline, (888) 320-5622.

Privileged to serve and committed to pray.

Pastor Sarah Morgan