

*Evangelist Alan Harris*  
309 W. 24th St.  
Connersville, IN 47331  
(765) 220-1629  
[alanharrisministries.org](http://alanharrisministries.org)

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Dear \_\_\_\_\_,

I am prayerfully anticipating our scheduled date(s) of \_\_\_\_\_  
\_\_\_\_\_. Enclosed please find some pertinent materials that I  
hope will be helpful as you plan and prepare for our scheduled meeting. Be aware  
that we minister in a variety of ways in a variety of venues. This is a standard  
advance packet we have carefully prepared with general information. *Please read it  
thoroughly, and use the information that is relevant to our type of meeting and disregard that which  
is not applicable.*

You will find helpful information concerning:

- Format of service
- Ministry materials table
- Meals and lodging
- Finances
- Promotional materials including
  - > Biographical Sketch
  - > Church Bulletin Info
  - > News Release
  - > Radio Advertising
  - > How To Prepare For Our Upcoming Revival Meeting

Digital pictures and additional posters can be downloaded from our web site,  
[alanharrisministries.org](http://alanharrisministries.org). Feel free to utilize the photos and other information for  
promotion on social media such as Facebook, Instagram, your church web site, etc.

If you have any questions or comments about anything I have mentioned in  
this packet, feel free to contact me at (765)220-1629 or at [alanharrisfamily@cs.com](mailto:alanharrisfamily@cs.com).

I greatly appreciate this opportunity, and I look forward to working with you.

Sincerely,

Alan Harris

## **Format of Service**

Here are some things to consider when planning our time together, especially on a Sunday morning.

- **Sunday School**

If you want me or my wife to speak and/or sing in the Sunday school hour, I/we would be happy to. In fact, sometimes pastors combine adult classes to have us do a concert or “break out” session on a certain theme. However, please let me know well ahead of our meeting so I/we can be prepared. If I do not hear from you before the meeting, I will assume we will not have any responsibilities during the Sunday school hour.

- **Worship Hour**

While the preaching is the primary focus, music has always been an important part of our ministry, and I would love to share in music while I am with you. God often uses my singing to help me connect with the people and prepare hearts to receive the message. I can approach the music in a variety of ways, according to your preference. I can sing special music, lead worship music, or a combination of the two. I realize that time restraints may be a factor, and I can work within your time frame. Please let me know as soon as possible the part you would like for me to have in the music, as well as any music your people may plan to do, so I can plan accordingly.

We carry our own sound system, which my wife runs for me. It is what I am used to and most comfortable with. If you need a feed from our system for nursery,

Facebook, etc., Angie would be glad to work with your audio technician to set that up. Please let us know ahead of time, so we can be prepared to meet with him/her early to give us time to test it. Also, if my portion of the music is minimal, I may want to forego setting up our system, and use the house system. In this case, I would need to set up a time to meet with your sound technician for sound check and preparation.

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## **MINISTRY MATERIALS TABLE**

- > I would like to give your people an opportunity to invest in Alan Harris Ministries through our ministry material table. This is not an issue in most venues, but if it is in yours, I would be willing to set up the table in another area other than the auditorium.
- > At the end of the service, I will take a few moments to share information about the material on the table.
- > Also, **if you are having a meal at the church immediately following a service**, please allow a **ten minute window** before you begin serving the meal, and encourage your people to come by our table. This will help me immensely at my ministry material table and will also allow us to go through the line while there is still some food left! 😊

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**MEALS**

Fellowship over a meal is always a blessing as well. Many churches enjoy providing meals for guest speakers and/or singers. Please let us know if you have meals planned for us, so we can schedule our day(s) accordingly. Regarding multi-day meetings, we would prefer NOT to go out for more than one meal a day, although a food allowance for other meals would be appreciated.

**LODGING**

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## FINANCIAL CONCERNS

**THE FOLLOWING ITEMS ARE NOT REQUIREMENTS FOR OUR COMING**, *but are shared to simply let you know what others are doing. However you choose to take care of us financially, we will trust God and gratefully accept it.*

Some churches take care of the financial needs of a visiting speaker by giving them an honorarium, i.e., a previously designated amount from the general budget, meaning the funds are already in the general budget, and you are designating some of the existing funds for this event. Others receive *love offerings*, i.e., collections received at the time a guest ministers. Still others give a visiting speaker or singer a *combination* of the honorarium plus the love offering.

In 40 plus years as a full time evangelist, I have found the third method to be the most common and helpful in allowing the church to take part in blessing the visiting minister. This evangelist does not choose churches on the basis of size or affluence. Consequently, when love offerings **alone** are used, they vary **considerably**. When honorariums **alone** are used, members and visitors do not have a chance to give *when they have been touched* by the Holy Spirit. In fact, I have had visitors come to my CD table on multiple occasions wondering why they did not have an opportunity to give. Therefore, it seems to work best that the collection (1Corinthians 16:1) be taken in *each service* in which I minister. (Philippians 4:17, III John 5-6). If a church waits until Sunday evening or Monday evening (in regard to a multi-day meeting) to start receiving the love offerings, many of the people will not be there to give.

Another way churches have been a blessing through the years is by reimbursing the travel expenses separate from and in addition to the love offering. The current IRS standard mileage rate for reimbursement is \$0.67 per mile. If your church would like to be a blessing to us in this way and would like to know the specific amount needed for this meeting, please contact us before the meeting at 765-220-1629 or alanharrisfamily@cs.com.

Concerning **cancellation**.... If for some reason, you must cancel our scheduled meeting, please consider sending a love offering to **offset our loss of income**. By the time you receive this material, it is **extremely unlikely** that I will be able to schedule another church for the **same** type of meeting. Anything your church can do in this regard would be greatly appreciated.

*Please be assured that our focus is always on ministering to you and your church and not on what you can do for us. I come as a servant, and I deeply appreciate and respect the pastors and ministry leaders that God has blessed me to work with. I'm praying that God will be honored and lives will be changed as we labor together in unity for Him.*

**PLEASE REMEMBER, THE ABOVE ITEMS ARE NOT REQUIREMENTS FOR OUR COMING!**

**\*\*\*Many churches are regularly streaming messages on social media. Please consider making our donation information available to your viewers, so they will have the same opportunity to give as the in-person crowd. Please have your multi-media team contact Angie for that information. They can call or text her at 765-309-2707, or email at alanharrisfamily@cs.com.**

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On this page you will find some biographical information you may want to draw from when creating promotional material. You may also want to share some of the information during an introduction in the service. **However, it is not intended to be read verbatim before I speak or sing.** More information is available at [alanharrisministries.org](http://alanharrisministries.org).

## **ALAN HARRIS BIOGRAPHICAL SKETCH**

Alan Harris was saved at the age of nine under the ministry of Dr. A. V. Henderson. He preached his first sermon when he was twelve years old, and at the age of fifteen answered God's call to preach the Gospel as a traveling evangelist .

Alan received degrees from Arlington Baptist College and Great Commission Theological Seminary. He has labored in the field of evangelism for over 40 years; emphasizing stewardship, missions, spiritual renewal, soul winning, discipleship, and relationship ministry. He has been a guest speaker for national pastors' conferences, regional men's retreats, camps, and for overseas events as well.

Alan has also won numerous awards as a singer, having most recently been honored with a DIAMOND AWARD nomination for MALE VOCALIST OF THE YEAR. In addition, he has been a guest soloist and worship leader for regional conventions and conferences. He has toured with many of the GAITHER HOMECOMING FRIENDS and he continues to have an active concert ministry, with numerous appearances on Trinity Broadcasting Network.

However, the thing that stands out about Alan Harris is that his talents are matched by the depth and sincerity of his spirit. He lives what he says and sings, and his love for God, his family, and those he ministers to is evident in all that he does. Alan travels with his wife, Angie. They invite you to come to their resource table and get acquainted.

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## **CHURCH BULLETIN**

The following information could be filled in and used in your church bulletin. You may download photos to accompany your article at [alanharrisministries.org](http://alanharrisministries.org).

*Award winning vocalist Alan Harris will be with us \_\_\_\_\_(day/days)\_\_\_\_\_ at \_\_\_\_\_(times)\_\_\_\_\_. Alan has an engaging worship style that appeals to a wide range of listeners. He has toured with many of the Gaither Homecoming Friends and was recently honored with a Diamond Award nomination for Male Vocalist of the Year. In addition, Alan is a sought after guest soloist and worship leader for regional conventions and conferences.*

*Alan Harris has a unique speaking style that touches the heart. He has been a featured guest speaker on many syndicated radio and television programs and is in demand as one of the finest Bible preachers of our day. Alan has been a full time evangelist for over 40 years.*

*Alan and his wife Angie look forward to meeting you. You don't want to miss any of these exciting services!*

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## **NEWS RELEASE**

This material can be completed and typed on your church or organization letterhead and sent to every newspaper in your community (daily or weekly – ATTN: Religion Editor). Photos to accompany the article may be downloaded from [alanharrisministries.org](http://alanharrisministries.org). **This should be sent at least three weeks in advance** of the dates(s) that I will be with you. *(You may also want to consider putting an ad in another section of the paper: sports, comics, business, community events, etc.)*

*Award winning vocalist Alan Harris will be featured in a special community event    (dates)    at the    (place and address)   . Event times are (times)   . Alan's wide range and powerful vocals have earned him a DIAMOND AWARD nomination for MALE VOCALIST OF THE YEAR, and he has toured nationally with many of the GAITHER HOMECOMING artists. Whether singing southern Gospel, contemporary worship music, or traditional hymns, Alan's sincere love for God communicates on a deep level as he sings.*

Alan's musical talent is coupled with dynamic preaching and teaching. He has been a featured guest speaker on syndicated radio and television programs and is in demand as a keynote speaker nationwide, with overseas ministries in the Philippines and India, as well.

*So with biblical depth, gut-honest vulnerability, and refreshing wit, let Alan Harris take you on a spiritual journey to experience the scripture like you never have before.*

*For more information about this special community event contact    (promoter)    at    (phone number and/or email address).*



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## **RADIO/PODCAST ADVERTISING**

Every station provides some kind of community bulletin board. Most require that you send the release **at least two weeks before you want it announced.**

A CD or **digital copy** of my music is available upon request for radio spots. Have the local DJ play a song for background as they read the following script. Most stations will charge air time for this one minute time spot, but it is well worth it. Strategically placing multiple spots throughout the programming day will have an immeasurable impact on the exposure of the meeting to the community. If the station carries a Gospel program, please leave the CD for their library. I can also make myself available for a phone or in-person interview.

## **SCRIPT**

The (name of host) on/at (address) invites you to hear award winning vocalist **Alan Harris**. This powerfully anointed singer has an engaging worship style that appeals to a wide range of listeners. Alan's rangy vocals have been featured in events and conferences throughout the USA and overseas.

He has toured nationally with many of the Gaither Homecoming Friends and has been honored with a Diamond Award nomination for Male Vocalist of the Year. Whether singing southern Gospel, contemporary worship music, or traditional hymns, Alan's sincere love for God communicates on a deep level as he sings.

Alan's musical talent is coupled with dynamic preaching and teaching. He has been a featured guest speaker on syndicated radio and television programs and is in demand as a keynote speaker nationwide, with overseas ministries in the Philippines and India, as well. He would like to meet *you* this (day of week) . Service time(s) is/are (times) . That's this (day of week) at the (name of venue) on/at (address) in (name of town) . For more information call (phone number).