

HEARTLAND DISTRICT CONSULTANT SERVICES

❖ **Contractual Agreement with Consultant**

Each consultant is required to have on file in the Heartland District office a signed agreement stating they will be available, upon request by the District Office, to provide guidance and education to member congregations within the area of their expertise. Also, the consultants shall file annually (by January 30) a W-9 form so that the District can provide a 1099-MISC form to them for filing income taxes.

- Consultant Agreement: I, _____, as a Heartland District consultant, agree:
 - To follow the guidelines for consultant services as defined by the District.
 - To provide consultant/facilitator services to member congregations at the rate of \$200 for half day/evening, or \$300 for whole day.
 - To follow the then current Heartland District travel policy guidelines as to expenses.
 - To provide to the congregation and the District office a report within two weeks following each consultant/facilitator session.
 - To refer all requests for consultant services made directly to me to the District Executive for processing and scheduling.
 - To submit an invoice for my time and travel expenses to the District within two weeks after the consultation.

❖ **Process**

When a match is made, a confirmation letter with guidelines will be sent to all parties. The District Office shall send an invoice to the congregation, which is to be paid 15 days prior to the service. Once the confirmation has been sent, the consultant will communicate directly with the congregation representative to work out the details.

❖ **Reporting Procedures**

Consultants shall provide a written report to both the congregation and the District Office within two weeks following each consultant service.

❖ **Payment Procedures**

Consultants are 1099 independent contractors. Invoices are to be submitted to the District Office following each consultant visit. The invoice should indicate the name of the congregation, date of visit, the number of consulting hours and all expenses incurred for this consultant visit, substantiated by receipts. Payment shall be made within two weeks of receipt of report and invoice.