



215 N. Shepley
Glasgow Village, Mo 63137
Pastors Shadrach & Tiffani Martin
Phone: (314) 867-2400
Website: www.livechurchstl.com
Email: livechurchstl@gmail.com

Travel Policies and Procedures

Travel Arrangements

Pastor Martin requests that you purchase one coach class plane ticket (preferably on Delta, Southwest or American airlines) be purchased and confirmation be emailed to livechurchstl@gmail.com as soon as ticket is purchased.

We are requesting that you arrange transportation for Pastor Martin between the airport, hotel, and the church. Please provide the drivers name and telephone number in the email that is sent for the plane ticket confirmation.

Hotel Accommodations

We are requesting that you arrange all of Pastor Martin's hotel accommodations, reserving one non-smoking king room. The room should be under the name Shadrach Martin. We request that you assume the cost of all accommodations. Our hotel preference is that of a 4 or 5 star rating and MUST have a pool (indoor during the colder months). Once arrangements have been solidified, please provide us with an email with the confirmation number as well as the name, address, telephone, and website of the hotel.

Food and Beverage Preferences

Please provide Evian bottled water while ministering and Gatorade Zero for after. Please provide peppermints as well. Pastor Martin prefers seafood restaurants for meals.

Minister and Financial Requirements

Pastor Martin's honorarium amount is a minimum of \$300 for local services and \$750 or half of the offering he raises (whichever is greater) plus hotel and travel expenses for out of town engagements.