Deborah Ross Ministries

**BOOKING AGREEMENT**

[**www.DeborahRossMinistries.org**](http://www.DeborahRossMinistries.org)

**Deborah Ross Ministries, Inc.**

**P.O. Box 2186**

**Indian Trail, NC 28079**

**Phone: 980-722-8764**

**Email(s):**

[**Deborah@DeborahRossMinistries.com**](mailto:Deborah@DeborahRossMinistries.com)

**Personal Manger: Jay Ross 704-400-4019**

**Please complete this AGREEMENT FORM and return it along with your deposit and/or travel and food monies (where applicable) as soon as your date is confirmed. Give as much information about your event as possible to help me better serve your needs.**

**YOUR NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR TITLE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR MAILING ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COUNTRY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR AREA CODE & PHONE NUMBER(S):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR CELL PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR FAX NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**YOUR EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CHRUCH/ORGANIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PASTOR or ORGANIZATION'S PRESIDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**WEBSITE FOR ORGANIZATION or CHURCH:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ALTERNATE CONTACT PERSON:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THEIR CELL PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**THEIR EMAIL ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT LOCATION (COMPLETE PHYSICAL ADDRESS):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE / PROVINCE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ZIP / POSTAL CODE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COUNTRY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Please attach directions or airport and travel arrangements.**

**HOW DID YOU HEAR ABOUT DEBORAH ROSS MINISTRIES?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DOES YOUR EVENT HAVE A THEME?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*Theme is Optional**

**DATE(S) / DAY(S) YOU REQUIRE DEBORAH ROSS:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**TIME(S) EACH DAY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**\*Please attach a *complete* outline for your event (including the names, topics, and any special instructions for Deborah Ross). If unavailable at this time, please mail this information to DRM as soon as possible and check box here... TO FOLLOW \_\_\_\_\_\_\_\_\_\_\_**

**YOU ARE BOOKING: (check all that apply)**

**Deborah Ross:\_\_\_\_\_\_\_\_**

**(Check all below that were previously discussed/agreed upon prior to sending in this form):**

**KEYNOTE SPEAKER\_\_\_\_\_\_\_**

**BREAKOUT SPEAKER\_\_\_\_\_\_\_**

**BIBLE STUDY TEACHER\_\_\_\_\_\_\_**

**SUNDAY MORNING MESSAGE\_\_\_\_\_\_\_**

**SUNDAY NIGHT MESSAGE \_\_\_\_\_\_\_**

**REVIVAL SPEAKER\_\_\_\_\_\_\_**

**MARRIAGE CONFERENCE OR RETREAT \_\_\_\_\_\_\_**

**(Deborah Ross) \_\_\_\_\_\_\_**

**(Jay & Deborah Ross) \_\_\_\_\_\_\_**

**WOMAN2WOMAN TURN-KEY EVENT**

**(Keynote: Deborah with her team of W2W Breakout Speakers) \_\_\_\_\_\_\_**

**MEDIA EVENT – TV / RADIO / NEWSPAPER / MAGAZINE / ETC. \_\_\_\_\_\_\_**

**BOOK SIGNING EVENT\_\_\_\_\_\_\_**

**OTHER (please explain) \_\_\_\_\_\_\_**

**TOPIC(S) REQUESTED (if applicable):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**HONORARIUM/OFFERING AGREEMENT:**

**$\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (USD) Amount that was agreed upon when your date was confirmed as available. Please make this amount payable to Deborah Ross Ministries**

**DEPOSIT ENCLOSED:**

**$ (USD) List the amount enclosed with this Agreement Form.**

**Is this deposit 20% of your agreed honorarium plus travel, lodging and food per diem? If not, please explain what this deposit covers. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**The balance of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(USD) will be paid at the beginning of this booked event.**

**TRAVEL, LODGING & FOOD ENCLOSED:**

**Please include separate check(s) made payable to Deborah Ross for the items below as they pertain to your event.**

**TRAVEL** = \_\_\_\_\_\_\_\_\_\_ approx. roundtrip driving miles to and from your event multiplied by 58.5 cents per mile = $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (USD)

**Is this amount enclosed? YES or NO**

**Note: If your event requires air/train/bus/boat/other travel, please indicate all travel arrangements for Deborah and her assistant on a separate sheet of paper and attach it to this Agreement Form. If you have ticket confirmation numbers, please list them here or mail this information separately, as available. If you are reimbursing Deborah once she secures the flight tickets, please send these monies as soon as the bill/receipt is forwarded to your office. Thank you!**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEALS** = Meals provided for \_\_\_\_\_\_\_ number of people.

*Prayerfully consider meals for travel time to and from your event, as well.*

**Is this amount enclosed? YES or NO**

**If not, please explain terms for meals to be provided. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**LODGING** = Lodging is provided for \_\_\_\_\_\_\_\_\_\_\_\_ number of people (double occupancy) by your group/ organization/ church for Deborah Ross and her traveling assistant.

Do you have a hotel address, phone and confirmation number? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If not, please send this information when available, if needed for check in.

**\*A 20% non-refundable deposit; and/or advanced travel, food, and lodging expense monies; and/or a signed copy of this BOOKING FORM will reserve your date once it is confirmed as being available.**

**\*The pre-determined balance, prayerful honorarium and/or your best love gift - whichever is agreed upon at the time of booking - is due and payable at the beginning of your event (or at the beginning of the portion of your event that involves Deborah Ross, Jay & Deborah or W2W).**

**TRAVEL, LODGING, FOOD**

**\*TRAVEL – If driving, travel is based on 58.5 cents per mile. The travel monies are payable as part of the deposit requested to hold your date. If travel is by air/bus/train/boat/other, the hosting party pays the full amount for the travel roundtrip ticket, parking, and ground transportation – in advance.**

**\*FOOD – Prayerfully consider a $30.00 per diem, per person, per day – or some other arrangement to have meals provided for overnight bookings or banquet/luncheon/dinner bookings. Thank you for including meals that cover travel time if your event involves more than 3 hours of travel time one-way.**

**\*HOTEL – Deborah Ross and her assistant and/or Jay & Deborah Ross and/or the W2W Team are available overnight by hotel or another form of private lodging (usually double occupancy). Expenses for lodging should be arranged – and paid for – by the hosting party, in advance. We request to stay in hotels where the rooms open to a hallway and not to the outdoors. Thank you for keeping our safety in mind.**

**STANDARD POLICY**

**\*A SESSION is considered to be up to a 1 ½ hour delivery. Deborah Ross can be booked by the Session, by the Day, by the Weekend, by the Conference/Retreat, or by the Contract. Please specify at the time of booking.**

**\*FEE RANGE / HONORARIUM OR SUGGESTED LOVE OFFERING is determined by DRM and the hosting organization according to the type of event, the number of guests expected, distance and the complete job description requested. Let us know your speaker budget! Our goal is to honor God by working within your budget if at all possible. Thank you for a generous heart.**

**\*CANCELLATIONS – If your event is canceled by you or your hosting party after your deposit has been paid, the original deposit and/or travel expenses will not be refunded, but no other fees are expected. Your deposit can be transferred toward a postponed date, as available.**

**\*ACTS OF GOD – If Deborah Ross, Jay & Deborah Ross and/or the W2W Team is forced to cancel an event due to circumstances beyond their control, DRM will either send a replacement speaker or apply your deposit toward a future date. Deposit refunds are only available if we are unable to supply a replacement minister for your original date and/or no satisfactory postponement date is available.**

**DRM Request:**

**\*MEDIA MATERIALS TABLE: Please provide a *covered* long/large table located in a high traffic area or entrance hall with 2 chairs. (Near a receptacle – if possible.)**

**\*RECORDING: If your event is recorded, please provide DRM with an audio and/or video copy within 15 days of your event. PLEASE let us know in advance if you will be recording so that we can be mindful of the way we deliver personal testimony. Thank you!)**

**\*PODIUM / MICROPHONE / SOUND SYSTEM WITH CD and/or USB/IPOD/PHONE/MP3 CAPABILITY / GLASS OF WATER:**

**To make your event a success we require the hosting party to supply these items or discuss arrangements in advance:**

1. **Please make sure that you have made arrangements to have skilled person(s) or tech crew at your event to work all sound equipment / staging / power points / videos / props / etc. The speaker cannot assume this responsibility.**
2. **USB / CD / I-Phone / Computer – Please provide all cords, equipment and workers needed to make your event a success unless discussed and specified otherwise in advance.**

**\*OTHER: If you have additional DRM Event Requests, please list them on another sheet of paper and return along with this form.**

**\*OPTIONAL IDEAS: To make your event shine, we can discuss additional options such as screen(s), lighting, staging, changing areas, equipment, props, praise team / singer(s), volunteers, altar call prayer team, etc. – as your date gets closer.**

**Please list all additional speakers and worship leaders/teams for this event:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*LIST ANY OTHER ITEMS OF INTEREST THAT YOUR GROUP WOULD LIKE TO *REQUEST* FROM THIS BOOKING (i.e. – Attire; Time Limits; Strict Subject Matter; Protocol; Special Requests; Door Prizes; Posters; Literature; Outlines; Other): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Note: Additional instructions should be attached to this Agreement Form.**

**It is requested that your organization write a check to Deborah Ross Ministries, for the Speaker Fee / Honorarium that is agreed upon at the time of booking.**

**If your guests wish to give a personal love offering to Deborah Ross (the person) at the close of your event, they may do so by making their checks payable to Deborah Ross (the person). Or, if you prefer, love offerings can be made payable to your organization and then one check can be written to Deborah Ross (the person).**

**PLEASE, don't hesitate to ask any questions you may have. I want to "serve" your ministry event with understanding, excitement, joy and peace – from beginning to end!**

**As the representative for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I have read and agreed to the terms above.**

**Print Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Representative Responsible for Booking this Event**

**Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Representative Responsible for Booking this Event**

**Today’s Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please mail this completed form along with all other attachments, tickets, maps etc. along with your deposit to the DRM address above to secure your date(s).**

**If postal mailing, send an email to confirm that your Booking Form and Deposit is on the way.**

**Thank You and To God Be all the Glory!**

**1 Timothy 5:17-18**

**"Let the elders that rule well be counted worthy of double honour, especially they who labour in the word and doctrine. For the scripture saith, thou shalt not muzzle the ox that treadeth out the corn. And, The labourer is worthy of his reward."**