



Support Raising Guidelines: Building A Ministry Team For A Short Term Mission

Your mindset is crucial. Do you recognize the privilege you have – *working alongside* the Creator of the Universe and the Savior of all humans? The mission trip you are thinking of is another opportunity to take a step with our loving Lord Jesus who is at work to bring all people to himself. Things can get exciting if you recognize that you are taking a step to get involved with what God is doing. And as you take that step, you can give other people the opportunity to get involved with you. So really, you are giving others the chance to get involved in another aspect of what God is doing in the world. God always wants His people to do His work as a team working together with others.

If you have an incorrect mindset, you will have difficulties in talking with people about this trip and the needs you have. If you think of yourself as a person who is doing something *for* God, and that you need to find people who will support you in *your* special work, you will have difficulties. You will tend to feel like a beggar asking people to meet your needs.

On the other hand, imagine what it would be like if the church leaders said they would take care of all your needs. There would be very few people who would be aware of what you're doing, and almost no one would feel they had a part with the ministry God is leading you in.

As we tell others about the opportunities God is leading us in, we always communicate in love, giving them the freedom to respond in whatever way God leads them. As we do this, we will all grow with the Lord as we keep trusting Him to lead in the part He has for each one of us. We all have the privilege of caring out special roles in His awesome work throughout the world!

Steps to build a ministry team

Step 1: Pray!

Ask the One who holds all things together and who loves all people to lead you each step of the way. Ask Him to work in the hearts and minds of each of the people you will be communicating with.

Step 2: Namestorm

Make a list of *every* person you know. No name is unqualified. Don't decide for an individual whether or not they are interested. If you limit yourself to those you feel have an interest in God's leading in your life, you may be prematurely disqualifying those God wants to bless through their prayer / financial involvement with this mission. Later you will need to prioritize whom to contact first, but for now, don't disqualify anyone!

People you might know:

Aunts and uncles
Barber / beautician
Bible study / prayer group members
Brothers and sisters
Christian business people
Church friends
Church leaders
Co-workers and previous co-workers
Coaches
Cousins
Dentist and nurses
Doctor and nurses
Family friends
Employers
Friends of all kinds
Friends from past churches
Neighbors – past and present
People interested in mission work
Nieces and nephews
Parents
Parents' associates
Parents' employers
School friends from the past and present
Teachers
Teammates

Step 3: Write your letter

This is the first step in presenting others the opportunity to be involved with you as you take another step with God and His work in the world. It would be good for you to do each of the following in your letter:

- a. Give your letter a specific date (not January 2013)
- b. Personalize your greeting, using the person's name. Either write the greeting all by hand, or type all of it (Do not type, "Dear ..." and then write in the name.)
- c. Briefly bring your reader up to date on what you're doing.
- d. Educate your reader. Explain that the short-term mission trip is, the purpose of the trip, why you have decided to participate, and what you hope to see God accomplish. Share your passion!
- e. Explain the need. The purpose of your letter is to give your reader an opportunity to help. Make sure you explain exactly what is needed. Prayer support and financial support are the two big needs.
- f. Invite your reader to get involved by taking specific action.
- g. Acknowledge your relationship again with an emphasis on thanks, appreciation, gratitude, partnership and commitment.

- h. Close the letter and sign each one personally.
- i. Add a P.S. Commit yourself to a specific action you will be taking. Example: "I'll be calling you soon, so we can talk personally." You can handwrite this to make it more personal.
- j. Include a statement at the bottom about gifts being made to Candlewood Church, and being tax-deductible.
- k. Emphasize the text. Use bold, italics, or underlining to emphasize the most important parts of your letter.
- l. Enclose a self-addressed (to your home address), stamped envelope for a quick and easy response.
- m. Enclose a response slip where they can write their name and address, and how they would like to support you (prayer or giving a certain amount).
- n. Use a picture of your family if married or your team or Small Group.

Step 4: Send your letters

Begin sending letters as soon as possible. Don't wait until you have all of them written. Beside the name of each person on your list, write either *now*, *next*, or *later*. Immediately start sending letters to those you think would be most interested in supporting you.

Keep a record. Keep an organized record of who you sent letters to and the date you mailed it. Then have a place you can mark the date you called them on the phone and what their response was. Have more columns or places to mark the dates of future calls. You will be contacting many people and sometimes calling the same person several times. Organization of these records is very important.

Step 5: Call on the phone

Within one week after you send the letter, call each person on the phone or talk in person. Your call is important for at least three reasons:

- a. Most people suffer from "information overload." Consequently, mail is easy to ignore or forget.
- b. Courtesy to potential partners. Many people are interested in the opportunity God is leading you into, but won't give it serious consideration until you talk to them personally. As you help them go through the process of consideration, you are taking the burden of responsibility off them to find the answer to their questions and make a decision about how to help you.
- c. Your time limits. You have a lot to raise in a short period of time. A follow-up phone call will help you get decisions as quickly as possible.

When you call on the phone:

- a. Begin by asking if they have received your letter.
- b. Ask if they have any questions about the purpose of your trip. Remind them of the things you are most excited about.
- c. Ask them if they would pray for you.
- d. Ask them if they have been able to consider helping you financially. Be quiet at this point and let them answer – don't continue talking.

- e. If they are not ready to make a decision, ask them how much time they would like to think. Then ask them if you could get back with them at that time. Then immediately write that date on your calendar so you remember to call them back on that day.
- f. If a person is ready to help, remind them of how to do that. (Write the check to CANDLEWOOD CHURCH, and mail their response in the self-addressed envelope.)
- g. If a person is not able to support you in any way, make sure to still thank them for their consideration.
- h. If they say they would like to help you financially, and their response does not arrive, give them a call to let them know. Maybe they just needed a reminder.
- i. When you receive a response, send a thank you note immediately.

Step 6: When you receive a response

Ask people to send their responses to your home address, even though the checks are made payable to Candlewood Church. In this way, you will know who to thank and how much has been sent in. When you receive a response, there are two primary things to do:

- a. Write it down in your records. Write down who is praying and who is giving financially.
- b. Send a Thank You note the same day you receive their response. Write a personal response. Remind them of the purpose of your trip and how their prayer and/or gift will help toward it.

After you record this information, send the check to CANDLEWOOD CHURCH at the following address:

Candlewood Church
C/O: STM Coordinator
5051 F St.
Omaha, NE 68117

Remember, this whole process helps people become a part of the team. You are not directly asking people for money, but you are helping them through the process of praying and evaluating what part God might want them to have. You are encouraging them to pray and think about the need before the Lord. The issue is not between you and them if they give, but between them and the Lord. In this way, whatever their decision is, it will not affect your friendship with them.