MISSION TRIP SUPPORT LETTER GUIDE

♦ Why should I seek ministry partners?

One of the requirements of being a participant in DCC’s mission trip is that you build a support network by crafting and sending a concise, informative letter to family members, friends, teachers, and associates of all kinds.

Building a support network of partners is a very important part of your cross cultural team experience. Most people think of support only as financial and become uncomfortable with the idea or think it is not necessary for them to raise support. While financial support is necessary and wonderful, it is helpful to expand your concept of support to the areas of spiritual and emotional support as well as financial. It is also helpful to realize that there are many people in one’s life who want to be supportive in all the areas mentioned. They want to be a part of something special in your life. Building this kind of support network also creates many new opportunities for you to communicate your experience with your partners. Your letter should contain all the information about the team and trip as well as all the opportunities for partnering including prayer, finances, and moral support. The apostle Paul gladly asked for assistance. He understood the importance of partnership, particularly prayer partnership. In his letter to the Romans, he appealed to them that they might offer prayers with him on his behalf and the behalf of the gospel. Like Paul, we need partners in the ministry, whether through prayer or emotional support or through financial contributions.

♦ What information might I relate to prospective ministry partners?
  • Who you are
  • Organization you are participating with (Dayspring and Nicaragua Resource Network)
  • Information about Nicaragua
  • Description of what you will be doing
  • Why this project is important
  • Why you feel led to participate
  • The difference their gift and your participation will make
  • How much you need to raise and by when
  • Your prayer requests
  • How you intend to keep them informed
  • Clear instructions on how partners should respond such as:
    • Who they should make the check payable to: DCC
    • Where they mail responses: Dayspring Community Church, 2305 N Indiana Ave., Auburn, IN 46706
    • What you are requesting: prayer, financial assistance, or both?
    • What to include with the check: They should include the response slip (tell them to NOT put your name anywhere on the check, only on the response slip)
    • When they need to respond by: March 29, 2014

NOTE: See the “Support Letter Samples” at the end of this document. You may just use them as a guide to write an entire new letter or you can simply change the wording in the sample.

♦ Whom should I invite to partner with me?
  • Family & relatives
  • Friends & acquaintances
  • Coworkers and fellow students
  • Neighbors
What must I remember when contacting potential ministry partners?
- Answer promptly any questions that potential ministry partners raise.
- Remember the importance of prayer. **Prayer is the most essential support you can receive.**
- Make sure you properly express gratitude to those who contribute with faithful prayers.
- Send out thank you cards to all of those who respond with prayer or financial support. You can send a thank you note before the trip and then follow up with a note after the trip thanking them again and telling them about the trip.

What happens if I raise funds that exceed my trip cost?
- Any funds above and beyond your trip cost will be applied to the group costs (building supplies, VBS materials, etc.).

Your letter must include a support slip.
- We will supply these slips for you. It will say something like this:

  Please return this portion and your check made payable to DCC with missions trip in the memo and mail to the church at 2305 N Indiana Ave., Auburn, IN 46706. Please respond by March 29th if possible. For tax purposes, do not write my name on the check.

  I will support your trip in the following way: (please check the appropriate spaces)

  _____ Pray daily for you while you are on the trip

  _____ Support you financially with the following amount:
      _____ $10       _____ $20       _____ $50       _____ $75       _____ $100       _____ other:

      (Your Name)
DATE

Dear ______________________

This summer I have the opportunity to travel to Nicaragua with my church on a mission trip. In 2008 our church decided to get involved in Nicaragua by supporting a local church and pastor there. On the trip we will be working with that church.

This will be my first (second, etc.) trip to Central America. We will be doing things such as construction, children’s ministry, food distribution, and building relationships. I’m sure this will be a life-changing experience for me and a hopefully a time of ministry and encouragement for the wonderful people there. I’d like to ask you to be a part of my support team, and there are two ways to do this:

1. Most important, I need people who will pray for me, the team, and the people we will be with. It would mean so much to me to know that you are praying for me! I will let you know specific things to pray for before and during the trip.

2. I also need to raise almost $1,200 for the trip, and any amount you could contribute would be a great help! If you would like to do this, make the check available to “DCC”, put “Nicaragua Trip” in the memo line, and send it to: Dayspring Community Church, PO Box 28, Auburn, IN 46706 (do not put my name anywhere on the check). All contributions are tax-deductible.

Thank you for your time and God Bless!

Sincerely,

Your Name
Address
City, State, Zip
DATE

Dear ___________________,

I am excited to tell you that I am going to participate in a short-term mission trip to Nicaragua, June 27 – July 6, 2009. Dayspring Community Church has assembled a team of 12 people who will be working with a local church and pastor who we support there. Our mission activities will include doing children’s ministry, construction, food distribution, and building relationships with the Nicaraguans.

My purpose for writing you is to ask you to join our prayer support team. I am asking you and others to commit to support me in daily prayer from now until I return to the United States in July. Immediate prayer needs include:

1) That I can get my passport without any delays.
2) For God to give me a genuine love for the people whom I will serve.
3) For safe travel, good health, and physical strength for the work I will be doing.
4) That the Lord will begin now to build the participants into an effective team.

I will keep all my prayer supporters updated on how you can be praying for me and the team. I will also write you when we return from Nicaragua so you will know what God has accomplished through your prayers.

Your commitment to pray for me is the most important support for which I could ask. God may also lead you to support my trip by helping underwrite part of the $1,200 cost of the trip. If you want to do this, make a check payable to “DCC” (do not put my name anywhere on the check) with “Nicaragua Trip” in the memo line. All gifts are tax-deductible. Please return the commitment form, along with the check for any financial support to Dayspring Community Church, PO Box 28, Auburn, IN 46706.

While your financial support would be most welcome, I am more concerned about prayer support. We know that the success of this mission trip depends on the people praying for us. Please return the commitment form, and let me know if I can add you name to our list of prayer supporters.

Sincerely,

Your Name
Address
City, State, Zip