



Carmel is committed to making disciples to those nearest,  
our neighbors, and the nations.

# **MISSIONAL OUTREACH**

## **TEAM MEMBER MISSION TRIP MANUAL**

# THE PRINCIPLES OF MISSIONAL OUTREACH FUNDRAISING

## **PRAYER**

Prayer is the beginning point of raising funds for ministry. Obviously, God knows our needs. But He wants us to learn and re-learn that He is the Source and Provider of all good things. John 16:24 instructs Christ-followers, “Until now you have asked nothing in My name; ask and you will receive, so that your joy may be made full.” As we pray and God provides, our faith is strengthened. We learn that God provides in every aspect of our lives, often when it initially appears impossible.

Every part of our short-term mission experience is based on prayer. We pray to determine if this ministry is what God wants us to do. We pray about who should be on our support team. We pray and ask God to provide the financial support that we must have for this experience. We pray, thanking God in advance for what He is going to do. We pray for travel safety. We pray for open hearts and willing spirits of the people to whom we will minister. We pray that lives are changed eternally. Much prayer by many people is the key to all we do as short-term missionaries.

## **SPIRITUAL PREPAREDNESS**

When raising support for your mission trip, nothing is more important than your own spiritual life. As you begin the process, set aside time every day to spend with God. Read the Scriptures, express to God adoration and thanksgiving for who He is. Praise God for His goodness and grace. Be reminded of His incredible promises:

- a. He will give you all you need as you’re developing your support team (1 Thessalonians 5:24).
- b. He will guide and direct you (James 1:5).
- c. He will make raising support a joyful experience (John 15:10-11).
- d. He will make all things work together for your good (Romans 8:28).
- e. He will not fail you and He will not forsake you (Romans 8:35, Deut. 31:6).
- f. He will prepare people’s hearts to receive your requests (Psalm 139:3-5).

## **PREPARATION FOR FUNDRAISING**

Begin with a sense of call to a particular mission. Pray for God’s leadership, direction, and provision. Be familiar with your mission and your needs for this task. Believe that God already knows your needs and will provide everything you need.

Asking someone for financial support of a mission project means that you are inviting them to be part of your mission. The invitation is to link their life with you in fulfilling the Great Commission. It’s more than your own needs; it is asking on behalf of all the people who will not be ministered to unless you fulfill your call. While your ministry is to go, their ministry may be giving. Never forget that both going and giving is a marvelous gift from God.

## **BUILDING YOUR SUPPORT TEAM**

It's important to remember that you are asking others to join you in fulfilling Christ's Great Commission. God wants to involve many people in His world-wide mission. You are only one of the people He wants to be His instrument of love and concern. When you build your support team, they too are a part of the mission in taking the Gospel of Christ to those nearest, our neighbors and the nations.

### **GENERAL GUIDELINES:**

- a. Every person going on a short-term mission will be expected to build a support team.
- b. The support team will involve others in prayer support, financial support, or both.
- c. Support teams help missionaries in accountability. Mission team members that have support teams tend to be more accountable for their time, attitudes, and service. You represent God, Carmel Baptist, and your team of supporters.
- d. Since you represent your support team, every short-term missionary is urged to stay in close contact with his/her team (preparing for the trip, during the mission and afterwards).
- e. Support Team members can include (but are not limited to):
  - a. Family
  - b. Friends
  - c. People you've ministered to this year
  - d. Co-workers
  - e. Neighbors
  - f. Church friends (\*\*see below)

### **\*\*Sunday Bible Study Communities**

The following guidelines should be followed by Sunday Bible Study Communities who have class members who are going on a mission trip:

- Class leaders should inform the class about individuals in the class who are going on a mission trip so that they can pray for them and encourage them.
- Class leaders can mention that the missionary is seeking prayer and financial support, but should not solicit gifts.
- Classes should not take up an offering.
- Missionaries can include class members on their Support Team.

## CARMEL'S FUNDRAISING POLICIES

- a. Each short-term missionary is asked to **raise 100%** of the total cost of the mission project in which they are participating.
- b. Each missionary is strongly encouraged to **raise 50% of these funds from people who do not attend Carmel Baptist Church.**
- c. Money is usually non-refundable. It is imperative, therefore, that the missionary be committed to this project before any dollars are raised.
- d. If a team member fundraises above and beyond the required trip cost, the extra money will be distributed, as decided by the Team Leader. The additional funds will either:
  - a. Assist other team members who may still need to reach their financial goals.
  - b. Be used for team expenses while on the trip.
- e. Once money is deposited, the Team Leader is given a check to cover costs while on the mission project. Each individual needs to eliminate the mind-set that "this is my money." The funds are now considered to belong to the team.
- f. Expenditures of funds are carefully screened to ensure good stewardship of those funds.

## MEMBER ACCOUNTS AND PAYMENT SCHEDULE

- a. Each team member will have an account that will show all of the payments or donations received. You can request a copy from Diane McGee at [dianem@carmelbaptist.org](mailto:dianem@carmelbaptist.org).
- b. Only contributions received for the cost of the trip will be accepted. Contributions to help pay for a U.S. Passport, required immunizations or personal expenses are not accepted. We are unable to reimburse you for these expenses due to IRS regulations.
- c. 50% of the cost of the trip is due 60 days prior to departure for most trips. The cost of your plane ticket may be due earlier if the Team Leader needs to secure your tickets at an earlier time. The Team Leader will outline the payment schedule at your team meetings.
- d. **All trip balances must be paid in full no later than 30 days prior to departure.**

# DONOR GIVING INSTRUCTIONS

## Giving by Cash:

- a. Please attach a note to the cash with the name of the person to whom the donation should be credited and the name and address of the contributor. Use the envelopes provided at any of the three Welcome Desk “drop slots” in the Gathering Space at Carmel.

## Giving by Check:

- a. Checks should be made out to Carmel Baptist Church. The money given for support is technically being given to Carmel Baptist Church with the understanding that a particular person will be assisted with their financial needs. The check cannot be addressed to an individual but must be written to the church for IRS purposes.
- b. Donations can be directed to your fundraising account by attaching a note or using the memo line of the check to identify the mission and the participant. An example is “Tim Wishon - Russia 2013.”
- c. Use the envelopes provided at any of the three Welcome Desk “drop slots” in the Gathering Space at Carmel. Checks are tax-deductible. If the donor contributes **directly to you**, however, **it will not be tax deductible**. Please make checks payable to Carmel Baptist Church and mail checks to:

Carmel Baptist Church  
Attention: Missional Outreach Office  
1145 Pineville-Matthews Road  
Matthews, NC 28105

## Giving Online:

- a. Please direct online contributions to the link below:  
<http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give/> and scroll down to the section called “Give to a Missions Trip Team Member.”
- b. You may include the following instructions in your letter or blurb after directing them to the link above:
  1. After filling out the personal information, simply notate in the “Other: Please Specify Fund” field the “Team Member’s Name - Location Name of Trip” (For example, “John Doe - Cuba Trip”). Then give your donation amount in the field titled “Other Amount.” You will have the opportunity to pay by credit card (Visa, Master Card) or your online banking bill pay account.
- c. Donations submitted online are tax-deductible.
- d. All information is confidential and goes directly to the Carmel Baptist Church finance office.

## COMMUNICATION TO SUPPORT TEAM MEMBERS

The purpose of writing a fundraising letter is to introduce your ministry opportunity to potential Support Team members. This is an opportunity for you to share about the trip and how they can partner with you in ministry. It is recommended to send between 50 and 100 letters when raising support.

### Below is a suggested structure for your letter:

- **Introduction:** Begin with a warm, personal opening statement. This is an ideal time to write about the last time you were together, some experiences that you've shared, family, etc.
- **Present Your Ministry:** Explain your commitment to the new mission experience. Tell them about the sense of God's leadership in your life and why you are going on this mission trip. Make them aware of the dates of the trip and the tasks you'll be doing when you arrive at your mission site.
- **Present Your Need:** Explain your need for a Support Team that will provide prayer support and financial support.
- **Follow-up Plans:** Give them an opportunity to follow your ministry (via email, Facebook, blog, etc.) and/or let them know that you will follow up with them to share how God worked through you and your team.
- **Closing:** Close your letter with a warm personal touch. Express appreciation for your friendship. Thank them for the way they've blessed your life.

### Special Hints for your Letters:

- **Be personal.** If you are sending a large number of letters, be sure that you make it personal. Personally sign each letter and, if possible, add a few hand-written words.
- **Be positive.** You want the reader to feel uplifted and encouraged by the way God is using your life.
- **Be clear.** Tell your reader what is involved in your ministry. Describe it in a way that they can relate. Present your deadlines so supporters will know your time frame.
- **Be bold.** Let them know what you need. Don't be shy in asking for specific amounts of money so that supporters will understand that any amount is helpful. For instance, "Your gift of \$25, \$50 or even \$100 will help me get closer to my goal."
- **Be concise.** A well-written letter should be one page. Readers rarely read a second page.

### Additional Tips:

- For mailed letters, include a return address envelope. It will add credibility to your letter and be convenient for your supporter.
- Describe your trip and your needs on Facebook or Twitter. Use all your forms of communication. (See samples on pgs. 7 and 8)
- Don't be afraid of reminding people. Some want to give but get busy and forget.

## SAMPLE LETTER / EMAIL

Date

Dear (Name),

(Personalize the greeting – use Mr. or Mrs. or if you know them well, use their first name).

(Introduction)

Use this short paragraph to connect with your supporter. Share a memory or update them on your life since you've last talked).

This year, I have been given the opportunity through Carmel Baptist Church to go to (name of country) from (dates of trip) to serve and partner with (ministry or missionary name). Our team will be (list the purpose of the trip).

I have personally committed myself to raising (list trip cost and fundraising deadline) to be part of this unique trip and am making an appeal to you to join me in this effort. **Would you be willing to partner with me, prayerfully and/or financially, in this endeavor to take the Gospel of Christ to (name of country)?**

If God is leading you to financially support me, you may mail a check in the enclosed envelope to Carmel Baptist Church or you may give online. Your donation is 100% tax-deductible.

To give online, go to <http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>. To give by check, make checks out to Carmel Baptist Church and mail to:

Carmel Baptist Church  
Attention: Global Missions  
1145 Pineville-Matthews Road  
Matthews, NC 28105

If giving monetarily is not an option for you, please lift up my team and this trip in prayer. Your prayer support is extremely important and very much appreciated.

Please feel free to contact me any time at (your phone number), (your email address) or on Facebook with any questions you may have. I look forward to following up with you! Please send me your email address so that I may share my photographs and stories with you after the trip.

Thank you for your partnership in the Gospel and the impact that you have had on my life.

With Love and Appreciation,

(Your Name)

## **SAMPLE - FACEBOOK**

This year, I have been given the opportunity through Carmel Baptist Church to go to (country) from (dates of trip) to serve and partner with (ministry or missionary name). Our team will be [list purpose of trip].

I have personally committed myself to raising (list trip cost and fundraising deadline) to be a part of this unique trip and am making an appeal to you to join me in this effort. Would you be willing to partner with me, prayerfully and/or financially, in this endeavor to take the Gospel of Christ to (country)?

If God is leading you to financially support me, you may give online at <http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>.

Your donation is tax-deductible. If giving monetarily is not an option for you, please lift up my team and this trip in prayer. Your prayer support is extremely important and very much appreciated. Just send me your email address in a separate message (please do not “reply all” below) and I will add you to my Prayer Support Team.

Message me with any questions you may have. Thanks for partnering with me in taking the Gospel to (country)!

## **SAMPLE – TWITTER**

Partner with me in taking the gospel to (country)!

<http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>

Specify in the “Other” category: (my name – country)

Join my (country) Support Team! Want to pray for me & my team? Follow: @(Twitter Name)

Give: <http://www.carmelbaptist.org/connect/missions-outreach/global-missions/give>

## **TEAM MEMBER EXERCISE**

Please complete the Team Member exercise at the end of the manual.



## TEAM MEMBER EXERCISE

### True/False:

1. Each short-term missionary is required to raise 100% of the total cost of the mission project in which they are participating.
  - a. True – I am required to raise 100% of the trip cost.
  - b. False – I am only required to raise half of the total cost; the church supplements the remaining amount.
2. Each missionary is required to raise 50% of these funds from people who do not attend Carmel Baptist Church.
  - a. True – Half of my fundraising should come from people outside of Carmel members.
  - b. False – It doesn't matter!
3. A Sunday Bible Study Community may take up an offering to support a class member preparing for a mission trip.
  - a. True – I can ask my class to pass around a bucket for my trip.
  - b. False – I can ask class members to join my Support Team but I cannot solicit an offering in class.
4. Checks made payable to the team member is tax-deductible.
  - a. True – As long as I use it toward the trip, it is tax-deductible.
  - b. False – The check must be made payable to "Carmel Baptist Church" to receive a tax deduction.
5. Team members should be personal in their fundraising letter to potential support team members.
  - a. True – I should address the letter or email by name and include personal connections that we have.
  - b. False – I can send mass letters or emails without a personal nature.
6. Team members should limit their fundraising letter to 3 pages.
  - a. True – My letter should not exceed 3 typed, double-spaced pages.
  - b. False – My letter should only be one page.
7. Team members should use social networking to promote awareness and fundraising needs for their mission trip.
  - a. True – The use of Facebook and Twitter to share about the opportunity and my needs is an awesome idea!

- b. False – I should limit my promotion to letters or face-to-face contact only.
- 8. Team members should keep in touch with their support team members and follow-up with them after the trip.
  - a. True – I need to keep my Support Team updated with prayer requests and praise reports. It is important to share how God worked in and through me on the trip.
  - b. False – Once they send the support, I don't need to contact them further.
- 9. Each short-term missionary represents God, Carmel Baptist Church and his/her team of supporters.
  - a. True – I am Christ's ambassador and I am not only representing Him, but Carmel Baptist Church and my Support Team.
  - b. False – I only represent myself.
- 10. Each team member should be personally invested in the trip.
  - a. True – I am called to this mission. I am willing to contribute toward my trip or find creative ways to raise funds (yard sales, baby sit, etc.), if needed.
  - b. False – I am only going if I raise enough funds through my Support Team.

**Short Answer:**

- 1. Describe how prayer and spiritual preparedness are vital principles of fundraising.
- 2. Share three categories of potential support team members.
- 3. How is your Support Team engaged in taking the Gospel of Christ to the nations?