

Writing an Effective Support Letter

REQUIRED FOR A SUPPORT LETTER

- With every letter, you are required to enclose the provided commitment card appropriate to your trip (available in the Missions office or on your team's webpage). Be sure to write your name and country on the card (see sample on last page).
- Enclose an addressed, stamped envelope as follows:

Beltway Park Church
Short Term Missions – Country (ex: Team Israel, Team Ireland, etc.)
4009 Beltway South
Abilene, TX 79606

- Write a "Thank You" letter as soon as you receive notice of any donations.
- Limit your letter to one page.
- Try to send a minimum of 40 letters for support to family, friends, and relatives.

THINGS TO INCLUDE IN THE LETTER

- What you will be doing with your team in your country.
- What the cost of the trip will include.
- Date of the trip.
- Date donations are due.
- Do not ask for a specific amount of money. Allow the Holy Spirit to lead them in giving
- Ask for prayer support above all else.
- Share briefly why you want to go.
- Allow your heart to be communicated through the letter – Be personal.

THE LETTER

- First Paragraph: Describe yourself, your involvement, where you are going, and why you want to go.
- Second Paragraph: Describe what you will be doing
- Third Paragraph: Describe what you will be required to do to go – financially and otherwise. Let them know you are taking the trip seriously.
- Fourth Paragraph: Ask them to pray for you concerning the trip. Ask them to consider a financial gift to help you go – any amount would be helpful. Be sure to state your deadline for receiving donations.
- In closing: End the letter with your signature and a handwritten note.

MANDATORY ADDENDUM FOR ANY SUPPORT LETTER SENT TO A BELTWAY PARK MEMBER/ATTENDER

Please join the Elders of Beltway Park Church as we pray for those who will be ministering in _____ (insert the name of the country). We know that you receive numerous requests, so as with any special offering, prayerfully consider how the Lord would lead you in this.

Blessings,

The Elders of Beltway Park Church.

Support Letter Example

Dear Friends,

It's that season again. The season when people get radical in obeying the Lord by following Him around the world on missions serving Him and loving others. On July 28- August 8, a group of young adults from Beltway Park Church will be travelling to Ecuador as their act of obedience. I am more than excited to have the incredible opportunity to join in with what God is already doing in the nation of Ecuador.

While in Ecuador, we will be supporting the local church, providing aid to sick and hurting individuals through means of a medical clinic, and building relationships with the Ecuadorians and telling them about the amazing heart of Jesus for them. I have personally watched family members struggle with diseases, such as cancer. But through that process, I have seen the hope that Jesus can provide even in the midst of grief and sickness. This is one of the main reasons I feel led to be a part of this trip: to share the hope of Jesus with the hurting people in Ecuador.

In order to be a part of this team, I am required to attend team meetings, focus on my individual relationship with the Lord, and financially pay for my trip. As a recent college graduate, I trust the Lord to take my own personal financial sacrifices and multiply them. I plan to put most of my paycheck towards my trip, work as many fundraisers as possible, etc. However, it's no secret that any radical act to GO will require another's radical response to SEND. This season of obedience would not be possible without the incredible acts of generosity that support the work of the Lord. Even with my own personal sacrifices, I am reliant upon faithful generosity as I enter into this time of obedience, and sharing the hope of Jesus. The cost of this trip is \$2800 per person. There is no obligation to give, but would you prayerfully consider donating towards my trip? If the Holy Spirit leads you to do so, you can fill out the enclosed commitment card with my name on it and mail your donation in the envelope provided. Please make checks payable to Beltway Park Church.

Even more than financial support, I am in need of prayer support. Would you consider being a part of this adventure by offering up radical prayers for my team and me during this preparation phase of our trip, and continue praying for us as we make our way to Ecuador? Whether Holy Spirit leads you to pray, or offer financial support, I am extremely grateful for you and your response to send.



Your Name
Personal Contact Info

P. S. Make sure you read the following note from our church's Elders:


Please join the Elders of Beltway Park Church as we pray for those who will be ministering in Ecuador this summer. We know that you receive numerous requests, so as with any special offering, prayerfully consider how the Lord would lead you in this.


Blessings, the Elders of Beltway Park Church


Commitment Card Example:


<p>Team Member: <u>Josiah Boyd</u> <small>(to be filled out by team member)</small></p> <p>Trip: <u>Poland</u> <small>(to be filled out by team member)</small></p> <p><input checked="" type="checkbox"/> YES, I would like to financially support: Tax-deductible gift of \$ _____ My check is enclosed.</p> <p><input checked="" type="checkbox"/> YES, I would like to pray for the team. To be filled in by donor</p> <p>Name: <u>Diane Monteith</u> </p> <p>Address: <u>PO BOX 568445</u></p> <p>City: <u>Abilene</u> State: <u>TX</u></p> <p>Zip Code: <u>79606</u></p> <p>Email: <u>dianemonteith@beltway.org</u></p>	<p>PLEASE NOTE: Checks or money orders must be made payable to Beltway Park Church and the team member's name can not appear on the check. Thanks!</p>  <p>WE THANK GOD FOR YOU!</p>
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Commitment Cards are below.

<p>Team Member: _____ (to be filled out by team member)</p> <p>Trip: _____ (to be filled out by team member)</p> <p>_____ YES, I would like to financially support: Tax-deductible gift of \$ _____ My check is enclosed.</p> <p>_____ YES, I would like to pray for the team.</p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____</p> <p>Zip Code: _____</p> <p>Email: _____</p>	<p>PLEASE NOTE: Checks or money orders must be made payable to Beltway Park Church and the team member's name can not appear on the check. Thanks!</p>  <p>WE THANK GOD FOR YOU!</p>
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