

Impact Short-Term Mission Teams

HOW TO WRITE A PRAYER AND SUPPORT LETTER

- 1. KEEP IT BRIEF.** If you can contain your letter on one side, you will encourage people to read it. People get overwhelmed by letters longer than two pages.
- 2. MAKE IT NEAT.** Type it out and copy it off, if possible. If you absolutely must send a hand-written letter, make sure it's readable and that your handwriting reproduces well on a copier.
- 3. MAKE IT INTERESTING.** Tell them where you are going, what you are doing and what challenges you expect to face. Try not to dwell on minute details, like which plane you'll be flying on, or the names of every missionary at your service location.
- 4. BE CREATIVE.** To engage your readers, ask questions like "Do you know how many countries there are in Africa?" or "What language do people speak in Trinidad?" Share pictures of you, your team (if possible), and the site or country where you are going.
- 5. GIVE THEM PRAYER REQUESTS.** Include both prayer requests from your whole team as well as your own personal requests. Stick to requests related to your team, and try to isolate 3-5 primary prayer concerns. (You may want to use some of the goals off your Team Covenant as prayer requests.)
- 6. GIVE THEM INFORMATION THEY NEED.** Tell your prayer supporters when your team will leave, provide the commissioning service dates and details, and give flight details if they are going to meet you at the airport to send you off. If anyone expresses desire to donate support for your trip, tell them how they can do this.
- 7. BE THANKFUL.** Appreciation goes a long way. Remember to thank people in advance for their prayers and any financial support they are able to provide.

OTHER SUGGESTIONS

Be sure to send a follow-up letter upon your return so people can hear how God answered their prayers.

RAISING FINANCIAL SUPPORT

If you are writing to raise financial support, coordinate your efforts with your team members so that no Calvary Church family is receiving more than two or three letters requesting financial support. Financial gifts should be made payable to Calvary Church, and not to you. Your name should NOT be written anywhere on the check. Request that checks be sent to you. After you have accumulated your support, send all checks together to your trip leader so that your account is properly credited. **NOTE: We will only send tax-exempt receipts to those who make a donation of \$250 or more toward missions this year.**