

How to Write a Support Letter

3/12/24

The biggest key to gaining financial support is relationships. People support people they know and believe in. As you prepare to share your burden and ministry for the summer CYIA program, begin by making a list of people who know you and have a burden for children and missions. Include everyone you can think of. Don't limit your list to people who you think have the means to give. Often those with the means don't give, while those we think can't afford to give, do. Also remember that you're not just looking for money. You are looking for those who will partner with you in reaching the children.

One of the easiest ways to develop relationships and share your burden is through prayer letters. By sending prayer letters, potential ministry partners will be informed about your passions, plans, and progress. You'll also share with them the impact you can make together as partners.

You will need to plan to send three letters (see below for what needs to be included in each letter) to your list of people. The key is to be yourself! Be YOU!

Besides sending letters, another vital way to find ministry partners is through your church. You will want to make an appointment with your pastor and tell him of your plans and needs. Ask if you can present what you will be doing this summer to the congregation. Your local CEF personnel can help you with what to say if you need some guidance.

We've included a sample letter at the end to use as a guide while you write your letter.

All Letters:

Every letter should include the following:

- a. Date (Month and Year).
- b. Your full name and address.
- c. Full name of the mission and chapter where you will be working (*Child Evangelism Fellowship of Broome County*)
- d. Where to send money with instructions for writing a check:
 1. Instruct your donors that any support checks are to be made out to Child Evangelism Fellowship and to put your name and year in the memo line.
- e. A donor reply envelope addressed to the local Broome County Chapter should be included with letters 1 and 2.
- f. The local director must approve all letters before being mailed to potential partners.
- g. All letters should have some clip art or pictures.

Additional information to include in your letter:

- a. Why you feel led to work with CEF or why you are excited about the summer missionary program.
- b. Location and dates of **training**: Camp Good News in Afton, NY from July 1st – July 6th.
- c. **Dates of ministry**: July 7th to September 1st.
- d. Your financial support goals.
- e. Ask for people to commit to pray for you in addition to supporting you.

Here are some specific guidelines for writing your three letters.

Letter One — Due ASAP

The draft for your first prayer letter needs to be sent to the local *CEF* office as soon as possible after you have been accepted to be a Summer Missionary. This letter should include ways your donors can help support you this summer. You will want to include specific prayer requests and your specific financial need.

Letter Two-

The draft of your second letter needs to be in the local CEF office after CYIA training and after your first week of ministry. Share some of your experiences and your support progress. List specific ways they can partner with you and pray for you as you continue your summer missionary journey.

Letter Three- Due after your last week of Ministry

Give a report of your summer activities, children taught, decisions made, and share a specific story or tell about a specific child that was special to you. Thank them for their part in your ministry.

Mailing Your Letters

YOU are responsible for the actual mailing of your prayer letter.

Please include a return donor envelope with each prayer letter so the recipients have a way to send contributions. The local *CEF* office will provide return donor envelopes. Just let us know how many you will need. It would be wise to put your initials on the outside of the return envelope in the lower right-hand corner. This will help the treasurer know the donation is for your account.

As donations begin to come in, receipts for each donation will be mailed to the donor from the *CEF* office. You will receive a list of your donors regularly. Send thank you notes to your donors and include a testimony of a child if possible.

Spend time with people, share your passion and be yourself. It is important that you get started right away to make ministry partners. We know you're in school and/or busy with work, but it is vitally important that you begin today. *CEF* is a faith ministry and support needs to be raised for you to be successful.

Dear Friends and Family,

I am excited to share with you about an exciting ministry I'm going to be involved with this summer through Child Evangelism Fellowship. CEF is the largest ministry to children and is currently in 97% of the world's countries. During the summer, CEF has a ministry opportunity for youth called Christian Youth In Action (CYIA) that trains youth to be summer missionaries and work as a team to reach children for Christ in their local communities. This summer, I am going to be serving as a CYIA Summer Missionary with CEF of Broome, Tioga, and Cortland Counties.

I will be attending a week of training at Camp Good News in Afton, NY where I will learn valuable skills like how to teach a Bible lesson, tell exciting missionary stories, teach memory verses, and lead songs and games with children. After my training is over, I am going to spend six to eight weeks of my summer putting these skills to use by leading 5-Day Clubs, Vacation Bible Schools and fair ministries around the area. A 5-Day Club is similar to a vacation Bible school but is done on a smaller scale at various locations around the community like community centers, parks, and anywhere else children can gather. The gospel is presented to children each day and the children are given an opportunity to accept Christ as their personal Savior. I am excited to see how God will use me to reach children through CEF this summer.

I am looking for people that will partner with me in this ministry in any of these three ways. First and most importantly, **I am looking for people that will commit to praying for me.** Please pray for me as I complete my training and for protection as we travel to various locations and our time there. Also, pray that God would go before our team and prepare the hearts of the children so that they are ready to accept Jesus as their Savior. Secondly, if you live locally, CEF is looking for people that could **help transport our team** to various ministry locations. Thirdly, I need people to help me raise support to cover the cost to be involved in this ministry. This cost covers the week of training, a teaching kit, and other ministry expenses. I am asking that you consider supporting me financially. **I need to raise \$360 by June 25th to cover this cost.** Any amount, big or small, that you are able and willing to give is greatly appreciated. Please make checks out to Child Evangelism Fellowship and designate it as support for me by placing my initials in the memo line. You can send your check to CEF Broome, PO Box 26, Bible School Park NY 13737 along with the enclosed response slip. If you are willing to partner with me in any of these three ways, please follow the instructions on the response slip or mark it on the response slip and send it back to CEF. Thank you in advance for any support you are able to give.

Blessings,