

## **Beltway Park Short-Term Missions Writing an Effective Support Letter**

### **TIPS FOR AN EFFECTIVE SUPPORT LETTER**

- Send letter to family, friends, and relatives
- With every letter, **enclose the provided commitment card** appropriate to your trip (available in the Missions office). Be sure to write your name on the card.
- Enclose an addressed stamped envelope as follows:

Beltway Park Baptist Church  
Short Term Missions  
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.

### **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 Baptist 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 Baptist Church.*

## **Beltway Park Baptist Church**

4009 Beltway South, Abilene, TX 79606 / 325.692.6540

### **Example Support Letter for Short-Term Team Members**

Dear Friends,

My hope is that this letter finds you well. I am so thankful for the many amazing things God has chosen to do in my life over the last several months. My life has been on a fast pace, but the Lord continues to bless us and teach us more about His awesome character. I am so excited about what He continues to do in my life!

God has placed before me a unique and awesome opportunity to serve Him. On July 28 – August 8, a group of members from Beltway Park Baptist Church will be traveling to Ireland for a short-term mission trip. This trip will be a time spent serving and ministering to a group of “un-churched” children, many of who have never even heard of Jesus Christ. We will help run a childrens’ camp for them. God has confirmed to me in many ways that this is something He desires me to be involved in.

Even though I know that God has called me to be part of what He wants to do in Ireland, He has not shown me how He will provide the funding for this trip. As a junior at Hardin Simmons University, I am not at a place financially that I can pay for this trip. I have been learning more and more about faith. I know that God is a big God and will be faithful to deliver on the promises He makes to me. I am stepping out in faith that He will provide the money to make this journey to Ireland. I would ask you to *prayerfully* consider helping financially for this trip. I realize that not everyone receiving this letter will be called to give monetarily, but my prayer is that you will commit to pray for our team as we prepare for what God wants us to do and for us while we are in Ireland. Prayer is the most important thing I need.

The cost of the trip is \$2200 per person. Please know that there is absolutely no obligation to give, but if you are able to contribute and feel that this is something the Lord wants you to be part of, please make your check payable to *Beltway Park Baptist Church* and include the enclosed commitment card with my name on it. Any amount will be appreciated.

Thank you so much! It is a complete honor to work with you in the Kingdom of God for the Glory of God.

Yours in Christ,

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 Baptist Church as we pray for those who will be ministering in Ireland 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 Baptist Church*