



Trip Planning and Fundraising Guide

FUNDRAISING THROUGH FAITH

SHORT TERM MISSIONS

OUR MISSION

Being On Mission @ Cottonwood is sharing Jesus through local, national and international missions; by equipping the people of God to serve and to care for those who are in need.

The Bible is clear as it speaks to those who are fully devoted followers of Jesus by commanding us to care for the least of these (Matthew 25:45), to serve those in need (Matthew 20:28) and to reach those who do not know Jesus (Matthew 28:18-20).

BEING ON MISSION @ COTTONWOOD

Being On Mission @ Cottonwood is a lifestyle, not an event! Being On Mission @ Cottonwood is serving in one of our many ministries at church (Children's, Youth, Worship, Parking Team and more), but it could also be going on a mission trip to Kenya. It is caring for your neighbors around the corner. Additionally, it can also be caring for the children in poverty in a third world country. Being On Mission @ Cottonwood is being a representative, an AMBASSADOR for Christ in how you live, love and care for people.

SENDING CHURCH MISSION AND VISION

It is our strong desire for Cottonwood Creek to be a "Sending Church". What is a "Sending Church"? A sending church is a church that has the vision to send its people out into the community, the nations and beyond to share Jesus. God is calling Cottonwood Creek to send.

When we send our people out, we also desire to assist them with how to faithfully follow God in their calling. Those who are called will quickly realize that there can be barriers to cross, obstacles to overcome, and questions that might not have answers. This is all a part of the process. Please remember, God is calling you to go and share. HE WILL PROVIDE THE MEANS FOR YOU TO DO HIS WILL! We must do our part to faithfully follow Him on the journey!

This packet will help you as you faithfully answer the call to follow God and be "On Mission". I am excited for you as you walk with the Lord and prepare to ¹⁹...Go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, ²⁰ and teaching them to observe all things I have commanded you. And lo I am with you always, even to the very end of the age." Matthew 28: 19, 20

THE FAITH OF FUNDRAISING

The Faith of Fundraising

FAITH: The Ability to Trust God “Now faith is being sure of what we hope for and certain of what we do not see. This is what the ancients were commended for...And without faith it is impossible to please God, because anyone who comes to Him must believe that He exists and that He rewards those who earnestly seek Him.” Hebrews 11:1, 2, 6

BIBLICAL PRINCIPLES FOR FUNDRAISING

The Bible identifies three ways in which a Christian ministry can be supported financially.

1. SELF-SUPPORT—There were times in Paul’s ministry when he provided for his own financial needs by making tents. Some are called, like Paul, to support themselves. “And because he was a tentmaker as they were, he stayed and worked with them.” Acts 18:3. Also, read I Thessalonians 2:9.

2. LOOKING TO GOD ALONE—This means making one’s needs known to no one but God. There seems to be no text specifically describing this method, but we do have His promise of provision. “And my God will meet all your needs according to his glorious riches in Christ Jesus.” Philippians 4:19

3. MAKING NEEDS KNOWN—This means sharing the vision and ministry with friends and asking them to prayerfully consider supporting the ministry financially. Some Biblical examples are:

In Exodus 12:35, God instructed Israel to ask the Egyptians for articles of silver, gold and for clothing. In verse 36, we are told, “The Lord made the Egyptians favorably disposed toward the people and gave them what they asked for”

In 1 Kings 17 the Lord instructed Elijah to make his needs known to a widow living at Zarephath. As a result, she provided food and lodging for Elijah for as long as he needed.

In Acts 11:28-29, a prophet by the name of Agabus came making a need known in a manner that prompted the following response. “The disciples, each according to his ability, decided to provide help for the brothers living in Judea.”

FOUNDATIONS OF FUNDRAISING

Foundations of Fundraising

1 PRAYER

Some aspects of the Lord's work seem to require more prayer than others. Evangelism is probably one of these, as is fundraising. Perhaps more than any other single factor, prayer can be the key to raising funds. In fundraising, it is necessary that we admit we need God and begin to bring our prayers before Him. The Lord can work without us obviously, but He desires that we ask Him. "Until now you have not asked for anything in my name. Ask and you will receive, and your joy will be complete" (John 16:24, NIV).



- Moses understood this principle. Exodus 17:11 says, "When Moses held up his hand, that Israel prevailed: and when he let down his hand, Amalek prevailed." Prayer made the difference.
- Jesus endorsed this principle when He taught His disciples to pray, "Thy kingdom come, thy will be done."
- Prayer gives God an opportunity to work in the hearts of those with whom you will be sharing. Proverbs 21:1 tells "The king's heart is in the hand of the Lord; he directs it like a watercourse wherever he pleases" (NIV). We should pray that God will lay it on the people's hearts to give in response to our solicitation.

An important aspect of prayer is faith: faith that God has led us to be On Mission @ Cottonwood, faith that He has chosen us for this particular trip, faith that He desires us to make our needs known and that He will provide our needs, faith that He will provide us with the time and energy to assume the responsibility He wants us to take. We can have Sarah's attitude as it is described in Hebrews 11:11, "Through faith also Sarah herself received strength to conceive seed, and was delivered of a child when she was past age, because she judged him faithful who had promised." Sarah believed God and trusted Him to do the impossible, and He did it.

PRAY that your own commitment to fundraising will be wholehearted. If you secretly hope to put in a minimum of effort, you should reevaluate your commitment.

FOUNDATIONS OF FUNDRAISING

#2 SPIRITUAL PREPAREDNESS

The most important element in success in raising support is our spiritual life. Set aside time every day to get alone with the Lord. Spend time reading the Scriptures, praising God and claiming His promises. He promises:

- He will give you what it takes to develop your support team. (1 Thes. 5:24)
- He will guide and direct you. (James 1:5)
- He will give you a joyful time of raising support. (John 15:10-11)
- He will protect you from the enemy's lies, such as: "You're a beggar." "These people don't want to see me." "I'm not good enough for Christian work." (2 Tim. 1:7)
- He will not allow anything to happen to His child that is not for your best. (Rom. 8:28)
- He will not fail or forsake you. (Rom. 8:35)

3 PLANNING AND PREPARATION FOR MAKING NEEDS KNOWN

If the Lord directs you to make your needs known, ask the Lord how to plan and prepare. In the process of developing plans, it is always necessary to set clear-cut objectives. Claim that the primary objective of a fundraising program is money. To claim otherwise, would be devious, disguising fundraising behind a cloak to make it more palatable. But money is not an end in itself. Money is simply a resource, an indispensable one for achieving one of the objectives Jesus gave you, which is "to go and make disciples of all nations."

#4 THE PRESENTATION

Remember that people give to people. It is not a fancy brochure or a clever presentation that evokes a gift as much as it is who asks and how they do it. Keep in mind that you are not going for the person's money, but you are going for Christ. Avoid the approach that communicates "I'm here to get something." Emphasize the idea that "I want you to join me in this exciting ministry of helping to fulfill the Great Commission." This places the emphasis where it ought to be—on developing friendships rather than on getting money.

If you create the impression that you are only after their money, they will never forget it. The point is to emphasize that they will be part of a ministry that is helping win the world to Christ. This is very important to understand: If the Lord has called you, and if you are responsible to share Jesus every opportunity you have on the field, then you are not sharing your need. You are asking for the people on the field.

STRATEGIES FOR FUNDRAISING

Strategies for Fundraising

PERSONAL SACRIFICIAL GIVING

Before asking for support from anyone else, ask yourself what you will sacrificially give to your own support. You cannot ask others to sacrifice financially if you are not willing to do the same. What are you willing to alter in order to give sacrificially? Are you willing to give up eating out, seeing movies or buying clothes? Part-time jobs can help provide personal support. Consider baby-sitting, house-cleaning, or mowing lawns. You may also have money in savings that could be contributed.

PARTNERS IN MISSIONS *Involve others in fundraising*

Individuals who are preparing to go “On Mission” @ Cottonwood are encouraged to put together a support team, called “Partners in Missions”, to sponsor them. Your “Partners in Missions” support team will be made up of people who pledge to give and those that pledge to pray for you. Both are needed. Even if you are able to supply all your own funds a support team for prayer is still a vital aspect of your ministry. Support teams are a means of accountability. Students who have other people investing in their lives tend to be more accountable for their time, attitudes, and service while on a mission project.



On the next page, list below individuals you can contact to be a part of your “Partners in Missions” team. Write their name, contact information beside each name.

“Partners in Missions” Work Sheet

FAMILY MEMBERS: _____

PEOPLE I'VE GOTTEN TO KNOW IN THE PAST YEAR: _____

PEOPLE I'VE MINISTERED TO IN THE PAST YEAR: _____

FRIENDS FROM CHURCH: _____

FRIENDS FROM HOME: _____

PARENT'S FRIENDS: _____

OTHERS: _____

PARTNERS IN MISSION

FAMILY

It is a good idea to find out if your family will be able to contribute to your missions trip. Consider asking not only your immediate family but your extended family as well. Consider asking for the trip as a gift rather than Christmas or birthday gifts.

CORPORATE GIFTS

Some companies set aside money for philanthropic activities. See this as a chance to share God's work with the community.

FUNDRAISING EVENTS

Some people may not be able to give money, but they could give time to a car wash, garage sale, bake sale or spaghetti dinner. Ask them to join you in a fundraising event.

PRAYER TEAMS

Recruit 5 prayer teams of 5 people each. Each team commits to meet and pray for you once a week for at least 15 minutes. Each time they meet, they bring \$2.00 each. In ten weeks, you would have \$500. Designate a team leader to get the group together and collect the money. These groups can be made up of: family, friends, church staff, etc.

SUPPORT LETTERS

Support letters are an effective way to receive prayer and financial support. Use the "Partners in Missions" worksheet to write down every name you can think of; be creative.

Next, pray about them. Do not be too casual in this, the Holy Spirit may lead you to unlikely prospects! You are not limited to asking only Christians either! Remember in Exodus 12:35, God used the unbelieving Egyptians to supply the Israelites needs.

FREQUENT-FLYER MILES

Ask friends, family and church members to donate frequent-flyer miles. Have the donor check with the airline to ensure that miles can be donated to non-family members. Also, be sure that the airline flies to the country or state where you will serve. Before booking tickets, check with the On Mission @Cottonwood for more details regarding scheduling.

SUPPORT LETTERS

Support Letters

WHAT TO INCLUDE:

- Introduction; make the letter warm and personal.
- Present your ministry/short term mission trip location; emphasize your call, share specifics of the work you will be involved in, and the training you will receive.
- Present your need; explain the role of a support team and your financial needs.
- Follow-up; whenever possible follow-up letters with a personal call or visit. Tell them of your plans to write after your trip is over.
- Finish your letter with a personal touch and express appreciation for the friendship of the person you are writing.

HELPFUL HINTS:

- E-mail can be an effective way to communicate to college friends, but remember it is a fairly new form of communication and most people over 25 are more likely to respond to snail-mail.
- Keep it positive and personal.
- Keep it short and to the point (one page).
- Be bold and communicate clearly.
- Use the English language correctly.

SUPPORT LETTERS

SAMPLE LETTER EXAMPLE:

Dear family and friends,

I hope this letter finds you and your family well. Things are going wonderful and smooth here for me at Dallas Baptist University as I am entering into my junior year. I've continued to pursue my degree in Business, and I know this is what the Lord has called me to.

Baseball is going great! I have been so blessed by this program. This fall our team has been given an opportunity to travel to [insert trip name] to serve and share the Gospel [insert trip date]. This is the first time I will be traveling with the team and am really looking forward to this opportunity. We will be hosting baseball clinics in the community and using that as a tool to reach across cultural differences and share the Gospel. I am very excited to be able to use some of the gifts, skills, and passions that the Lord has give me to reach people for Christ.

One of the most important things I will need from my friends and family is prayer. Things we would be needing prayer for: safety in travel, our boldness to share the Gospel, for the Lord to draw hearts to Him, for us to seek first His Kingdom instead of our own, and for God to get every bit of the glory while we are there. A second important thing I will need is financial support. The total cost of the trip including all traveling fees is [insert trip cost], and I would greatly appreciate your help getting there. The Lord has given me a special call to "go" and I believe he gives those that cannot go a special call to "send". With saying that, please understand I realize that not everyone is called to help in every ministry and cause. I would ask that you would pray about supporting me financially and trust God's voice in whether or not this is something you and your family can do at this time.

If you can support me with anything from \$20, \$50, or more, I would be more than grateful and blessed. If you are able to help financially, you may send checks to:

Cottonwood Creek Church, 1015 Sam Rayburn Tollway, Allen, TX 75013

The deadline for financial support is (DATE). All donations are tax-deductible.

I want to thank you in advance for supporting me however the Lord leads you. I am looking forward to this opportunity and partnering with those who will help me get there. If you have any questions or would like any more information regarding this trip, you can contact me at:

[insert your email address]

With my sincerest regards,

YOUR NAME

SUPPORT LETTERS

SAMPLE LETTER EXAMPLE:

Dear _____,

This summer I will be going on a mission trip to [insert trip name]. This trip will take place [insert trip date].

We will be working with the local church ministries in the [insert location] area. We will visit several areas to support the local churches with their evangelistic outreaches and church services. During the outreaches, we will help distribute food, seeds, clothing, school supplies and other basic needs to the needy families. We will also help the local churches with some light construction projects to help needy families living in their communities. We hope to have many opportunities to share the gospel of Jesus Christ with the people we meet.

Will you consider helping me in two ways?

Praying. Please pray for the mission team to step out of our comfort zone and be bolder for Christ. Also for the people who live in the areas we visit, with whom we will be helping and sharing the love of Christ. Financial support. The cost for me to go on this trip will be [insert trip cost]. Would you prayerfully consider being one of my partners for this trip?

If you can be one of my partners for this trip, please make your check payable to Cottonwood Creek Church. There is an envelope enclosed for you to return your check to me so that I can keep track of my progress.

I am looking forward to the new things that God will teach me through this experience. When I return, I will send you a letter about how God has worked during the trip.

Very truly yours,

YOUR NAME

CREATIVE FUNDRAISING

Creative Fundraising

Think outside the box and have fun with it. There are numerous ways to raise money, along with sending our support letters. Here are just a few:

- **BAKE SALES:** Find the best recipe in the world for cookies and not just chocolate chip but cookies like snicker doodles and oatmeal raisin clusters and have bake sales.
- **CAR WASHES:** Places like Wal-Mart will let you have it on their property but you have to plan it about a month in advance. And the best part is they even match what you raise.
- **GARAGE SALES:** Your fundraising comes at the most perfect time. Right now many people are doing lots of spring cleaning. Get some of your friends to help gather items and have a sale.
- **DONATE YOUR SERVICES:** Remember this summer is all about service so get started early. Start babysitting, lawn service, cooking or whatever you're good at for donations. Your service will be blessed.





THANK YOU FOR YOUR DONATION FOR THE FOLLOWING MISSION TRIP:

(Name of mission trip)

Donor: Attach a copy of your cancelled check and retain this copy for your tax return.

Date: _____

Donor Name: _____

Donor Address: _____

Donation is in support of the following person(s):

(Name)

No goods or services were provided in consideration of any individual contribution of \$250.00 or more other than intangible religious benefits, unless otherwise noted.

Sincerely,

Barbara Waldrop

Barbara Waldrop
Finance Director
barbara.waldrop@cottonwoodcreek.org
972.359.7777 x2022
Tax ID #75-2071464

1015 STATE HWY 121

ALLEN, TEXAS 75013

P:972.359.7777

F:972.359.7772

www.cottonwoodcreek.org

Response Card

Name _____

☐ I/We would like to help send you to [insert trip name] with a gift of
\$_____.

☐ I/We will pray for you while you are in [insert trip name]: [insert trip date].

Please make your check payable to
COTTONWOOD CREEK CHURCH
Your contribution will be tax-deductible.

Response Card

Name _____

☐ I/We would like to help send you to [insert trip name] with a gift of
\$_____.

☐ I/We will pray for you while you are in [insert trip name]: [insert trip date].

Please make your check payable to
COTTONWOOD CREEK CHURCH
Your contribution will be tax-deductible.

Response Card

Name _____

☐ I/We would like to help send you to [insert trip name] with a gift of
\$_____.

☐ I/We will pray for you while you are in [insert trip name]: [insert trip date].

Please make your check payable to
COTTONWOOD CREEK CHURCH
Your contribution will be tax-deductible.

THANK YOU NOTES AND FOLLOW-UP LETTERS

Thank You Notes and Follow-up Letters

THANK YOU NOTES

Thank you cards should be sent to members of your support team whether they have committed to pray or to give financially. Hand-write these notes personally. Ask also for their prayer support as you serve in missions.

Here is a sample thank you note:

Dear (Contributor's name),

Thank you for joining my "Partners in Missions" team with your financial gift. I greatly appreciate the affirmation you have given to me in my commitment to missions. I pray that my service will be an honor to your investment and to the Lord Jesus Christ.

Please keep me in your prayers as I serve this (DATE) in (LOCATION). Your prayers are also an important part of my ministry. When I am back from my mission trip, I will send you a report of my work.

Again, thank you. Sincerely,

FOLLOW-UP LETTERS/PICTURES

Send a letter to your "Partners in Missions" after you return from your mission trip. In your letter, be specific. Tell the person how your life was affected, the people you met, special experiences you had and the long- range effect on your work and on your life personally. Do not be vague; be real, honest and specific. Include pictures. If you have many people to write, you might want to adapt a newsletter-type way of sharing with each individual about the mission experience. Enclose a personal note in the newsletter. Again, thank your support team for its gifts and prayers. Such follow-up will make your support team feel it is and was important to your mission experience.

FUNDRAISING PLAN

Fundraising Plan

My Personal Sacrificial Giving	\$ _____
Family Support	\$ _____
Prayer Teams	\$ _____
Support Letters/Visits	\$ _____
Home Church	\$ _____
College Church	\$ _____
Other Churches	\$ _____
Fundraising Events	\$ _____
Corporate Gifts	\$ _____
TOTAL	\$ _____

**Remember you reap what you sow.
So work hard and start early.**

God will bless your hard work when you serve wholeheartedly. Remember that the sacrifice and commitment involved is for the purpose of seeing God glorified among all of the peoples of the world!

CONTACT INFORMATION

Contact Information

CHURCH ADDRESS

1015 Sam Rayburn Tollway, Allen, TX 75013

CHURCH

972.359.7777

WEBSITE

cottonwoodcreek.org/missions

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