



Orientation Packet for new missionaries-Welcome to Fund raising or Oh My Gosh! What did we get ourselves into?

In this document you will find several items of interest to help guide you during fundraising. Also attached are several examples of fund raising letters, prayer cards and forms for depositing funds and pledges into your account. This document contains everything except the wisdom God will provide you while you are in prayer. Once again welcome to the fund raising missionary process, we cannot wait for you to be here in the field with us.

1. Support raising – the call
2. New missionary fund raising check list.
3. Commitment Auto-draft form example
4. Finances – budgeting, how much support do you need?
5. Shipping items to Honduras

Support raising- The Call

God has called you. It is very important to remind yourself of this fact when things are not progressing as well as you like. **God has called you!** He will ultimately be the One to provide the prayer partners, finances, and other necessary resources to enable you to do the work of a missionary. It has been said that the fund raising time is a training camp for your service in country. It is a time of gaining faith and additional trust in the One who will sustain you here in Honduras. God will be faithful to resource those who He has called “He pays for what He orders.”

Covenant

You will receive in a separate email a standard WGO statement of faith and covenant. Once you have read and understood this please sign the statement of faith and the covenant. Once you arrive in the field the covenant will be personalized to your job duties and your signature(s) will be required prior to your receiving your first monthly draw.

Information Gathering

Your first step is to develop a strategy for you're fund raising. Your sending church's mission committee or Pastor may have some books on fund raising; a local bookstore or Amazon.com may have or can order some material. Start with prayer and meditation, are you hearing God's call?

Next read as much as you can. Get an understanding of how missionaries are funded; then decide what method you will use that fits your conscience, personality, and strengths. You may want and need to develop some additional abilities. For example one prospective missionary began to teach a class prior to his official “green light” to practice speaking in front of a group so he would be more comfortable in front of groups. One book to look at is “**People Raising**” by **Bill Dillon**. This particular book gives you a biblical explanation of fund raising for the missionary, historical information, and a very detailed, highly successful program, with samples of information gathering forms and record keeping forms. You might use this book as reference as you develop your game plan. Again it is very important that you are

comfortable with the strategy you use that fits your personality and strengths in order to be most effective.

There are three main fund raising strategies, based on three popular missionaries:

- George Mueller, raised his support with prayer only.
- Hudson Taylor, prayer and information, but no solicitation.
- D.L. Moody, used prayer, information and solicitation.

Study and pray that God would show you how you are to complete this part of your service to Him. Everyone has a tendency to want the Lord to show them they are to use the George Mueller fund raising strategy, prayer only. We also have tendency to think of support raising as begging for money. You are not begging. There are two callings here. One is that God has called you to go to the mission field. The other is that He has called others to send you. It is important that you see your support raising as simply searching for the people God has called to send you. Also, remind yourself of the scriptures that tell us that everything belongs to God; therefore the money people send to you was the Kingdom's money to begin with. The Lord will help and grow you through the process He shows you to use.

Plan development

Most, if not all, WGO missionaries have used the Dwight L Moody method. If you follow the Hudson Taylor or Dwight L Moody methods, you will need to have a written plan of how you are going to raise support. It needs to be as detailed as possible so you can effectively use all your resources and strengths. **Remember if you have nothing to aim for, you surely will hit it!**

The first thing is to write down everyone you know or have known: relatives, teachers, employers, teachers, mailman and anyone you have contact with or have had contact with in your life. Get the correct address, telephone, and email address for them. You could also get your parents' address book and include their contacts also. You could write a letter of introduction or get a letter written by your Pastor and send one to each individual on your list. This letter would tell all your contacts about your call to Honduras.

Your letter will contain as much information about fund raising as you feel called to disclose after reading and praying about your strategy. Then a follow-up phone call should be made to set up an appointment to relate your call and your future plans. If at all possible make a one-on-one visit with as many people as possible. It is best to keep records of who the letters were sent to and the corresponding contact you have with them. You may experience different results than those you have anticipated. Remember God already has your supporters, it just a matter of getting together with them.

Whatever process you use, you must be dedicated, deliberate and persistent in your new task. If at all possible relinquish other responsibilities in a godly responsible manner to focus on this necessary project. An investment of time, prayer and resources in this endeavor will bear fruit.

Contacting churches and soliciting from them is first of all time consuming and needs persistence as most people serving on missions committees are volunteers and are seeing a lot of requests from prospective missionaries. Generally churches have an application process and that takes time. Churches usually have budgets and don't typically add new missionaries until a new fiscal year. This is not to discourage you but to inform you in your process.

Sending Team

One effective strategy is to ask people who you feel are your strong supporters to be on a committee (which can be called a "sending team"). Keep it small, as everyone is busy and you will try to meet with your team every month. They will pray with you, help plan strategies, push you and encourage you; invite people to small gatherings, etc. This is a suggestion and can be a great blessing both to you and them.

Prayer Cards

You need to develop a prayer card, which includes names and photo of you, your spouse and your children; the WGO address (World Gospel Outreach, P.O. Box 14348 Humble, Texas 77347-4348) and your email address. The top could read, "Please pray for..." These are good to hand out as you meet people, they can serve as a business card helping those you meet to remember to pray for you. You will also receive wgo-hn emails early in your green light process. The address is based on the first letter of your first name and full last name. These email addresses will be used for all official WGO business. But you may also include another personal email address, but be warned about email confusion in your supporters communications with you.

You may also wish to make up a brochure type pamphlet. The front could be similar to your prayer card. Your brochure could include information regarding your call, your responsibilities within WGO, scripture passages that are special to you. You could include specific prayer requests; there also should be a place for recording responses, i.e., prayer, special financial gift, monthly, quarterly, yearly support level. Include instructions for donations: checks payable to World Gospel Outreach, put family name on the memo line of checks. WGO would like to see your prayer card, commitment cards and brochure to proof read before printing. Send finished samples to Pete Raineri hr@wgoreach.org. You could have a postcard type of prayer card suitable for display, and a commitment card. The purpose of the commitment card is for people to record their intentions: prayer, finances, receipt of prayer letter and for you to be able to know and track your monthly supporters and monthly financial level.

Accountability

WGO would like you to keep us informed as to the progress of your fund raising. Please send a regular update (including details of pledges made, be they one-time, monthly, and annual, etc) by email to hr@wgoreach.org. We will be available to encourage, offer suggestions and pray for you in this process.

Newsletter

WGO requires that missionaries contact their supporters 6 times a year. Now is the time to plan who, how, and what means you will use to keep in contact with your supporters and churches. Accurate record keeping in the fund raising process will be a great help in maintaining contact with supporters and churches. You need to decide if you are going to use a newsletter service, emailing newsletter with a volunteer printing and sending letters to your electronically challenged supporters, or whether you will print your letters here and send them from here. WGO will want to know your method when you get on the field. So if you plan your fund raising efforts with the newsletter strategy in mind it may save you time and effort in the future. If at all possible while you are raising support send a monthly newsletter out detailing your recent presentations, scheduled presentations, current level of support. In the level of support you might say we have 35% of our support raised, and then next month report we have 55% of our support raised. In writing a newsletter you start to generate an interest in your journey and possible commitment from new supporters. It would be advisable to send monthly newsletters to all your contacts. Your supporters will want to hear about what God is doing through you here in Honduras.

Language Training

All WGO missionaries will be assessed as to their abilities in speaking the Spanish language. You will be expected depending on your job duties to adequately function in the Honduran Spanish language. Please consider taking courses in Spanish during your fund raising time at a local community college to receive the basics prior to your arrival.

Other resources:

Samples of prayer cards, initial contact letters and Commitment auto draft forms

We recommend: www.tntWare.com for communication and donation tracking software.

Publications:

- *“People Raising”* William P Dillon, ISBN080246447-5
- *“Foreign to Familiar”* Sarah A. Lanier, ISBN 1-58158-072-X
- *“Being an Aroma of Christ”* Karen Pearce, ISBN 0-929292-31-6
- *“Funding your Ministry”* Scott Morton, ISBN 0-9672480-0-0
- *“If you want to walk on water, you’ve got to get out of the boat”* John Ortberg, 0-310-22863-8
- *“Facing your Giants”* Max Lucado, ISBN 10: 0-8499-0181-2
- *“Raising Personal Support, A Biblical Approach to Fund Raising”* by Scott Morton.
- *“Friend Raising-Building a Missionary Support Team That Last”* Betty Barnett. ISBN-13: 978-1576582831

New Missionary’s Fundraising Checklist

- ⇒ Green Light
- ⇒ First draft of your support letter, set aside then for one week, then review
- ⇒ Meet with your Pastor (first month)
- ⇒ Orientation packet sent from Tegucigalpa (first month)
- ⇒ Budget (first draft) sent from Tegucigalpa (first month)
- ⇒ Fundraising letter completed and approved by Human resources (within two months)
- ⇒ Prayer cards, set up, HR approval, ordering
- ⇒ Initial mailing, to everyone you know and have ever met (end of second month)
- ⇒ Send voided check to Jim Dall Humble Texas; this will set up your account with WGO for direct deposit in your bank checking account. Your checking account must be accessible by the internet.

Note: These documents are required to obtain Honduran residency (bring with you):

- Birth certificate apostilled by the secretary of state where you were born, for each one moving to Honduras.
- If married, the marriage license apostilled by the state in which you were married. Accomplish this after your letter goes out, two copies of each.
- 5 color copies of your passport.
- You do not need a Honduran consulate approval.

Commitment/Auto Draft Form *Example*

As I/we are led by the Holy Spirit we make the following commitment to partner with THE ----- FAMILY as they work in Honduras with World Gospel Outreach.

- This can be done on-line as well at www.wgoreach.org.

NAME: _____

ADDRESS: _____

HOME PHONE: _____ CELL PHONE: _____

E-MAIL ADDRESS: _____

HOME CHURCH NAME: _____

If you are sending a contribution, please make it payable to: World Gospel Outreach

Please send this form and any donation to:

World Gospel Outreach

Attention: _____ Family Fund

PO BOX 14348

Humble TX 77847

Please be sure that you put THE _____ FAMILY on the subject line of your check.

I/We will commit a portion of our offerings for monthly financial support.

- \$10.00/month
- \$20.00/month
- \$30.00/month
- Other: \$_____ / month
- I/We will contribute a "one time" gift of \$ _____
- I/We will commit an annual gift of \$ _____.

I/We would like to hear more before making a decision. Please call us.

I/We will pray regularly for THE _____ FAMILY.

I/We authorize this commitment to be an automatic withdrawal from our checking or savings account.

SIGNATURE (required for auto draft) _____ today's Date _____

Please be sure to include a VOIDED check with this form.

May God richly bless you for supporting the _____ Family! Your donation is tax deductible.

Finances

A. BUDGETING 101 for new missionaries

1. You and a human resource member will work together to create a custom designed budget for your location and needs. Once your recommended budget is approved by human resources you will need 80% of that budget in monthly support pledges, in order to buy your plane tickets and set the move date. Your monthly income, once on the mission field, will be determined by your "approved budget." This approved budget is to be used as a guide for your fundraising efforts.
2. Please pray about each line item as we determine your recommended budget. Finalizing your budget as soon as possible is important. When you are raising support you need to have a goal to work toward. You may also be asked by some churches or potential supporters to see your budget. When handled correctly this becomes an important tool in raising prayer and financial supporters.
3. Upon arrival on the field during your orientation session you and Human Resources will review your previously approved budget; if any changes are necessary they will be made. This budget will then be sent to the Chief Financial Officer for disbursement.
4. The line on your approved budget designated as Net Monthly Draw, less WGO expenses, will be the approximate amount to be deposited into your stateside checking account on the first US business day of each month. This deposit will also be subject to the total amount held in your reserve balance. If the reserve balance is not enough to meet your budget, only the amount remaining in your reserve balance will be deposited into your stateside checking account.
5. Your checking account must be accessible via the internet. In order for WGO to electronically deposit your draw into your checking account, please send a voided check from that account to our stateside office so that this process can be established prior to your arrival on the field. The voided check should be mailed to: World Gospel Outreach, ATTN: Missionary Accounts, PO Box 14348, Humble, TX 77347-4348.
6. The monthly draw amount of your budget will include items such as taxes, furlough transportation, vacation, renewal of residency and other expenses that are not necessarily spent that month. It is your responsibility to save those amounts so that when it is time to purchase furlough airline tickets or make other non-monthly purchases, you have the cash available. It is also your responsibility to pay quarterly estimated federal income tax as a self-employed individual. These payments can be set up so that you can do them via the internet. This information is available to you by accessing the following IRS link:
<http://www.irs.gov/businesses/small/article/0,,id=98846,00.html>
7. Your approved budget is not 'locked in' for any specific period of time. You have the opportunity to have your budget reviewed at your convenience. If you feel that adjustments are needed, please use the budget format of your approved budget and submit the changes to human resources. Next to the originally approved amounts fill in your proposed changes and provide an explanation for the change. All change requests must be received by the 15th of the preceding month. Human Resources will review the changes with you and submit the approved changes to the Chief Financial Officer for disbursement approval.
8. Obtaining cash for your monthly living expenses in Honduras is accomplished by writing a check from your stateside checking account and cashing it for Lempira's at DiCorp or COIN S.A. (local money exchangers). We will assist you in opening an account to exchange money at DiCorp and/or COIN. You will need your passport, a passport photocopy, and a photocopy of your spouse's passport. An application will be completed and upon approval and you will be able to cash your checks. The approval process should take approximately 2 to 3 days. Until you receive a Honduran identification card with picture (ex. Residency card or driver's license), you will need to bring a copy of your passport each time you cash a check. DiCorp is currently located in the Banco Ficohsa building. In order to gain access to the building you must obtain a visitor's pass to DiCorp at the reception desk on the first floor. You must exchange a picture ID

for the visitor's pass. When you return to the reception desk your visitor's pass will be exchanged for your ID. Bring enough personal checks with you to obtain money throughout your stay.

9. **Important:** Upon arrival in Honduras you need to have access to enough cash to cover the days left in the month you will be arriving. For example if you arrive January 21, you should bring enough cash to cover the remaining 10 days of the month. Your draw from WGO will then begin on the first US business day of February. Additionally, any major purchases for your home need to be paid for with accessible funds, Lempiras or credit card.
10. Adequate funding and prudent budgeting is very critical for a missionary. Daily living in another culture without any significant problems will be stressful for a while in itself. The additional stress of not having adequate funding or not living within an approved budget can add significantly more stress and concern. God is not confined to a budget with which to find the amount necessary to fund you in a comfortable manner. Work hard and diligently in your fundraising efforts and it can be an exercise in the confirmation of your call.

B. Special Draw, money you need for non-monthly bills

1. Prior to arrival in Honduras

- a) You may have some stateside expenses for which you will need reimbursement. These expenses could be, but are not confined to, residency, airline tickets, shipment of personal belongings, or other initial costs included in your budget. Approval of your special draw will need to be obtained from human resources and then will be sent to the Chief Financial Officer. You can contact the human resources at hr@wgoreach.org.
- b) Copies of original receipts will be required after the approved disbursement has been made. Please **contact human resources before making any purchases** for which you will need reimbursement, otherwise your draw may not be approved. Verification must be made that you have sufficient funds in your WGO reserve account to make the draw. When the special draw has been approved, the funds will either be electronically deposited into your checking account on the first US business day of the following month or a check will be issued and mailed to you. The amount of time to fund your approved special draw may take up to 30 calendar days, and must be in to human resources by the 15th of the preceding month.

2. After arrival in Honduras

- a) You may have emergency expenses while in Honduras that would require a special draw from your reserve account. The same procedures for a special draw of funds prior to arrival in Honduras will apply as those for special draws after arrival in Honduras. Your approved monthly budget will include sufficient funds to cover (Emergency expenses line item) expenses up to \$500 per year. Special distributions may only be authorized for amounts of \$500 or greater after arrival in Honduras.

C. SUPPORT-RAISING-Budget side

1. Assistance with Support-Raising

- a. The Humble Texas address should be clearly displayed on your brochures and commitment forms. You will need to educate your supporters on this process. Have them clearly put your family name on the check's memo line to get the money properly credited to your account. *Encourage people to start giving as soon as possible as you will have initial expenses to cover (stateside expenses) and that will be in your set-up budget.*
- b. Your supporters will mail to Humble Texas your response commitment form along with their donation or a pledge to donate at a certain time. The Humble office will record all necessary information that they need from that form and deposit any checks. Usually about once a

week you will be sent your original commitment forms so that you can thank those supporters and record any necessary information that you need.

- c. Please use the following three terms on your commitment card/sheets. Monthly support, Annual support or one time gifts. You should never have funds directly sent to you, even if the donor does not desire a tax receipt.
 - d. If you have income from other sources, retirement, social security, etc. please notify Human Resources when preparing your budget.
 - e. The stateside office staff will send a tax deductible receipt back to your supporters but does not send invoices or reminders to your supporters. It is your responsibility to remain in contact with your supporters. Two good software resources are Donor Manager (www.donormanager.com) or Donor Management (<http://www.tntware.com/tntmpd/>). These are free downloads from the internet.
 - f. You will receive three e-mail statements of your account with the names of your donors and amount of each gift given to your family fund in the previous calendar month. The first e-mail at the end of the month which records your credit card donations. The next e-mail on the second of the following month that will have all the supporters who gave during the preceding month. Finally, also on the second, a year to date spreadsheet is sent.
 - g. Auto draft is an excellent way to get your donors on a regular automatic form of giving. We advise that you get as many of your donors on this program as you can. Direct withdrawal (auto draft) may take a period of time to set up and start the process.
2. Interaction with visiting brigade teams-A warning paragraph
- a. Most WGO missionaries come into frequent and in-depth contact with visiting brigade members. Pro-actively soliciting personal financial or other personal material support from team members is strictly prohibited. Missionaries must not actively distribute their prayer cards or personal newsletters to visiting team members. If a team member takes the initiative in asking a missionary about their personal support, the missionary is permitted to answer the question fully but in a sensitive and non-aggressive manner, and is permitted to offer them a prayer card and/or personal newsletter.
 - b. Where a team includes the missionary's home church, the missionary may pro-actively solicit personal support from the members of the team who are from his or her home church. You are expected during you churches brigade week to spend as much time with them as possible for you and your family. Meals and participating with the brigade tasks are a great way to build up your support base and enhance your personal relationships.
 - c. Finally, WGO recommends that a missionary actively support their home church in prayer and tithe. This includes the solicitation of their participation in brigades with WGO. We are blessed everyday by their support of you and want to show them what the Lord is doing in our corporate life and in your life.

D. MANAGEMENT OF DESIGNATED DONATIONS AND MISIONARY DONATIONS

1. In accordance with non-profit accounting procedures (fund accounting); designated donations will be used only for the purposes of the designation. Donations designated for individual missionaries and/or their families are treated in the same manner and are held until distributions are made to the missionaries. Funds held for missionaries who leave WGO's authority will be distributed according to current policy.

E. ADMINISTRATION FEE

1. While in fund raising prior to arrival in Honduras World Gospel Outreach collects an administrative fee based on that year's funds received into the missionary's WGO account. This

fee is equal to 6% of the funds received up to but not to exceed \$2,400 in a calendar year, not including credit card fees. Donations that are received after the first month of the calendar year will be charged a pro-rated administrative fee for that partial year.

2. Full time missionaries serving in Honduras will be charged a 6% administrative fee based on the income sent to the missionary in their monthly draw. This fee also will not to exceed \$2,400 in a calendar year, not including credit card fees. Donations that are received after the first month of the calendar year will be charged a pro-rated administrative fee for that partial year.
3. The administrative fee helps to cover the costs associated with the accounting of missionary donations, tax-deductible receipting to missionary donors, distribution of financial support to missionaries, administrative costs of payment of missionary expenses such as rent, utilities, and insurance when/if applicable.
4. Credit Card Fees - WGO passes along the fees (currently 4.6%) charged by credit card companies when your donors donate to you. Example- If you are received support via credit card of \$100, you will receive credit for the \$100 donation in the current month's statement but in the following month, 4.6% will be deducted from your approved monthly budget. In this case, you will receive a net amount of \$95.40 for a \$100 donation made to you.

Container Shipment Policy

One to three times per year WGO sends a 40' (semi trailer) container from the United States to Honduras. These container shipments serve the ministry to bring items to Honduras that the ministry finds difficult to obtain in Honduras, are more expensive to purchase in Honduras, have been donated to the ministry stateside, or provide a benefit to missionaries to get their personal belongings to Honduras that would be much more expensive to do by other means.

The priority of loading items on a container is as follows:

1. Ministry supplies (purchased or donated)
2. WGO missionary personal effects
 - a. Personal effects for those moving to the field
 - b. Personal effects for those already on the field
3. Supplies or personal effects for other ministries or missionaries

Missionaries will reimburse WGO for the cost of getting their personal items to Honduras on the container. This benefit is provided to the missionaries with no additional administrative charges added. Charges are calculated based on the actual cubic footage used by the missionary on the container. The total cost of shipping a container is calculated then divided by the number of cubic feet available in the container. This calculation provides an actual cost per cubic foot. The missionaries are responsible for obtaining the cubic feet each of their items occupies then reimburses WGO for the total number of cubic feet of their items times the cost per cubic foot. A packing factor (for unused space inside the container) of approximately 5% will be added to the calculations of the missionary's space used.

Not all items sent in a container are tax exempt. Taxes on taxable items are not included when calculating the cost per cubic foot. If personal items are taxed, the owner of those items will pay the cost per cubic foot plus any applicable taxes on those items. Taxes are not assessed by Honduran Customs until after the final inventory has been provided to them after the container has been loaded.

WGO assumes no liability for damaged or lost items on these containers. It is the ministry's desire to provide the most financially reasonable option for missionaries to get their personal effects to Honduras. In doing so, the missionaries must realize that warehouse space is provided on a donation basis, is minimally secured, and not insured. Help in loading the containers is provided by volunteers, and insurance for the contents of the container is not purchased.

Note: There are no containers that WGO provides for moving back to your home country. If you are using personal items here you must move them off WGO property upon completion of your service. We will not store personal items for you. You must move them or sell them.

Procedures to get Personal Items to the Little Rock, Arkansas warehouse for Container Shipment: Including UPS and other shippers.

For Customs and shipping documentation purposes, we ask that the shipper (donor or missionary) itemize the contents of each box either on the box itself or via an e-mail to Mr. Rick Goff at rgoff@goffdist.com. Itemization of the contents along with a 'garage sale' value of the contents will help the staff a great deal as they prepare the shipment with which your items will be included.

I/we have received this World Gospel Outreach Orientation document and understand it. Please cut this sheet and email it to hr@wgoreach.org

_____ Date: _____