

# Port City Community Church Mission Support Letter Template

Date \_\_\_\_\_

Dear \_\_\_\_\_,

**[First paragraph should be a greeting and tell the reader about the opportunity God has given you to participate in a mission and/or how you have decided to participate in a mission. You may also want to include a brief update on you.]** *Example verbiage I hope this letter finds you doing well. I am very excited to share with you the opportunity God has given me to serve this summer in Kenya and how you can be a part of it.*

**[Explain the mission and PC3's involvement. You can also encourage people to visit our website to learn more about an area [www.portcitychurch.org/missions](http://www.portcitychurch.org/missions)]**

*Example verbiage: My church, Port City Community, has formed a partnership with a Kenyan pastor in Nakuru, Kenya. God has given Pastor Jackson and his wife, Mama Hellen, a vision to reach the many street children of Nakuru by educating them and giving them a hope for a future. The number of street children is increasing due to poverty and disease. Many children are left with no one to care for them and have no choice but to turn to the streets. My church has helped Pastor Jackson build a center (Mama Hellen's Rehabilitation Center) to give these children a safe place to learn and grow. Port City has the opportunity to send teams over to work with Pastor Jackson on construction projects, hosting congregational or youth conferences, helping with community outreaches, investing in the children of Mama Hellen's, and encouraging the churches he works with.*

**[Personalize the experience – is there anything else, anything special your team will be doing? You may also want to include how you came to this decision to serve and what you expect to learn.]**

*Example verbiage: On this mission, our team will be spending time with the children at Mama Hellen's investing in them through Bible studies, small group discussions, activities, and games. We will also have the opportunity to help with a community outreach to the poor providing them food and spiritual encouragement. I am so thankful for this opportunity to serve and see how God is working there.*

**[State how the reader can be involved]**

**First invite people to pray for you.** *Example verbiage: First please pray for me and the team. Pray that God will prepare me and my heart for our time there. Pray for our safety and that God will be glorified in all we do.* **Secondly invite people to support you financially. State the cost of this mission, explain the financial commitment that you are making in order to take this trip, and ask your reader to help you financially.** *Example verbiage: The overall cost of this mission will be \_\_\_\_\_. OR In order to go on this mission I must raise \_\_\_\_\_. AND I will be investing one of my two weeks of yearly vacation from my job and \$500 of my own money in the trip. OR My investment in this mission will be taking 5 days away from work without pay and \$500 of my own money. AND I would like to invite you to participate with me in this mission by asking you to consider making a financial contribution. OR I am asking that you prayerfully consider also making a financial contribution towards this mission.*

**[Explain the procedure for the reader to make the donation.]** Because of the IRS regulations, this is required verbiage – it must go in the letter: If you would like to make a donation, please submit it with the completed donor information card that is enclosed. Please make checks payable to Port City Community Church (PC3). Due to IRS regulations, my name should not be written on the check. The donated funds will be used to cover my expenses, the team's expenses and other expenses related to this mission. Any excess funds will be used at the discretion of PC3 to insure that they are used to carry out its functions and purposes. *Optional additional verbiage: Expenses include air fare, ground transportation, lodging, meals, and materials used in accomplishing the objectives of this mission.]*

**[Express gratitude for your reader's time; give them your contact information and you may also want let them know if you will be following up with them by telephone and/or in-person conversation]** *Example verbiage: Thank you for considering this request. If you have any questions I would love to hear from you. My phone number is \_\_\_\_\_ and my email is \_\_\_\_\_.*

Sincerely,

## Port City Community Church Mission Support Letter Example

Date \_\_\_\_\_

Dear \_\_\_\_\_,

*Hello! I hope this letter finds you doing well. I am writing to share with you the exciting opportunity God is giving me to serve in Kenya this summer and how you can be a part of it.*

*My church, Port City Community, has formed a partnership with a Kenyan pastor in Nakuru, Kenya. God has given Pastor Jackson and his wife Mama Hellen a vision to reach the many street children of Nakuru by educating them and giving them a hope for a future. The number of street children in Nakuru is increasing due to poverty and disease. Many children are left with no one to care for them and have no choice but to turn to the streets. My church has helped Pastor Jackson build a center (Mama Hellen's Rehabilitation Center) to give these children a safe place to learn and grow. Port City has the opportunity to send teams over to work with Pastor Jackson on construction projects, hosting congregational or youth conferences, helping with community outreaches, investing in the children of Mama Hellen's, and encouraging the churches he works with.*

*On this mission, our team will be spending time with the children at Mama Hellen's investing in them through Bible studies, small group discussions, activities, and games. We will also have the opportunity to help with a community outreach to the poor providing them food and spiritual encouragement. I am so thankful for this opportunity to serve and see how God is working there.*

*I would love to invite you to participate in this mission with me. First, please pray for me and the team. Pray that God will prepare me and my heart for our time there. Pray for our safety and that God will be glorified in all we do. Secondly, you can help by supporting me financially. In order to go on this mission I must raise \$\_\_\_\_\_. I will be investing one of my two weeks of yearly vacation from my job and \$500 of my own money in the trip.*

*If you choose to make a donation, please submit it with the completed donor information card that is enclosed. Please make checks payable to Port City Community Church (PC3). My name **should not** be written on the check (a name written in the memo line may affect the deductibility of your donation.) The donated funds will be used to cover my expenses, the team's expenses and other expenses related to this mission. Any excess funds will be used at the discretion of PC3 to insure that they are used to carry out its functions and purposes. Expenses include air fare, ground transportation, lodging, meals, and materials used in accomplishing the objectives of this mission. Without your prayer and support this trip would not be possible.*

*Thank you for your consideration. Please feel free to contact me with any questions. I would love to hear from you. My phone number is \_\_\_\_\_ and my email is \_\_\_\_\_. To read more about what PC3 is doing in Kenya visit our website [www.portcitychurch.org/missions](http://www.portcitychurch.org/missions).*

Sincerely,