



How to Write a Prayer Letter

Upon receiving notice of your acceptance, you should advise your pastor and home church. They will very likely be the group of people who will demonstrate an interest in your future ministry by standing with you through prayer and financial support. In addition, we suggest that you compile a mailing list of 50 or more names and addresses of people you would like to inform about your summer ministry. Include on the list:

- Church members and pastor
- Friends of the family
- Relatives
- Schoolteachers or instructors
- Employers
- Classmates, friends - former and present
- Professional people, such as family doctor, etc.
- Others who have shown an interest in you

Design a single sheet of stationery. Global Ventures does not supply stationery, but you may use any attractive stationery. Your letter should be no longer than one page. Include your address and the appropriate Global Ventures/Christian & Missionary Alliance office address. Please send a copy of your letter to the GV office.

Write from your heart - not your head. Use "feeling" words, not intellectual ones. Simplicity is the KEY. It will be hard work to tear away the layers of verbage we are used to hiding behind but get to the place where you can "feel" – simply express that, in a warm and personal way.

Try to use short words, paragraphs and sentences – 80% of your words should be two syllables or less, no sentence should be more than 12 words, no paragraph should contain more than three sentences.

The body of your letter should in some way communicate the fact that you are going as a servant of Jesus Christ, to assist in His work, not as a sightseeing tourist. State the type of ministry you will be involved in, the dates and your specific needs. As for the amount of money needed, you may or may not wish to express this, depending on your own personal conviction. NOTE: We have found that a personal handwritten note at the bottom of the letter, or underlining throughout the letter for emphasis, can be effective.

Although financial support is necessary to get you to the field, prayer support plays an even larger part in your summer ministry. Be sure to list specific prayer requests.

Remember, a good letter takes a lot of hard work. Be sure to PRAY and ask the Lord to enable you to communicate effectively.

Remember to keep in contact with your donors, prayer supporters, and other individuals throughout your summer ministry. It is a must to answer every letter you receive. Do not fail to acknowledge gifts as well as pledges for prayer support.

Sample of a Prayer Letter

Dear _____,

"But as for me, it is good to be near God. I have made the Sovereign Lord my refuge; I will tell of all your deeds." Psalm 73:28

Do you have a minute to hear about my plans for this summer? I have the privilege of spending six weeks in _____ with the opportunity to "tell of all your deeds" to the many unbelievers there.

The field has over eight million people and only 14 % claim to be Christians. This country truly has a need to hear the Gospel, and I'm thankful for the opportunity I have to work there this summer.

I'll be leaving in May as a part of a team of six college students. We will be involved in open air evangelism, literature distribution, youth camps, and children's meetings.

I am really looking forward to what the Lord has planned for the summer and I need your prayers to help me fully carry out this responsibility that I have been given. You can play a vital part in my ministry through your prayer support.

Prayer Requests:

1. That the Lord will use me as I long to make a contribution to His work
2. That God will provide for my expenses (\$2600)
3. That I will have safe travel and good health
4. That my team members and I will develop healthy relationships

Thank you so much for your prayers. If you would like to write to me, I'd enjoy hearing from you. If you'd like to contribute towards my expenses, make the check payable to Global Ventures and designate my name either on the check or on a note enclosed with the check. You can send the check to me or to:

Global Ventures Office
The Christian and Missionary Alliance
PO Box 35000
Colorado Springs CO 80935-3500

I'm trusting that by God's grace and your prayers, my summer will be a profitable one for His glory.

In His Service,
Sally Smith