

“TO KNOW HIM  
AND MAKE  
HIM KNOWN”



## **Harvest Community Church Short Term Mission Support Letter Guidelines and Samples**

Harvest Community Church  
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Kittanning, PA 16201  
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**Guidelines for Sending Support Letters  
for Short Term Mission Trips**

- I) Support Letters may be sent out by anyone going on a Short-Term Missions (STM) trip through Harvest Community Church (HCC).
- II) If you are sending out support letters, **you must use the sample letter** in this packet. The specifics of the trip will need filled in or adapted in the letter body. However, you cannot change the other wording or language in the letter due to IRS regulations.
- III) A self-addressed envelope should be enclosed with your letter for the convenience of your supporters. Envelope should be addressed to Harvest Community Church, 143 Reed Road, Kittanning, PA 16201.
- IV) The Recipients of the letters can be family, friends, business and organizations. Members and attendees of Harvest Community Church can only be solicited by those 18 years of age and under who are going on STM. All others over 18 must send their letters to those outside the HCC attending population with the exception of family members who also attend HCC. This is a policy established by the Elders of Harvest Community Church.
- V) All checks and money orders should be made payable to Harvest Community Church with your name entered on the memo line.
- VI) All funds that are raised from the support letters that come through HCC must be used for trip expenses. This includes airline fares, vaccinations, passport / visa expenses, on-field expenses and miscellaneous needs specifically related to the STM. All monies raised in excess of the cost of your trip expenses will be used either to help other members of the trip in need with their trip expenses or used to support the needs of the missionary you are going to visit. This decision will be at the discretion of the HCC Mission Team. IRS regulations prohibit HCC from disbursing donated funds received for purposes other than their intended and stated use.
- VII) A follow-up report or letter should be sent to your supporters once you come home. This letter should be a combination thank you and ministry report detailing your trip, the impact it had on you and those the trip was targeted towards.

## **Sample Support Letter**

### **Letter Needs To Be Customized To Insert Details for Your Trip**

Date

Dear Family and Friends:

I want to share a challenging ministry opportunity God has given me. On xxxxxxxxxx, I will be departing on a mission trip to xxxxCITYxxxxxx, xxxCOUNTRYxxxxxx for XX days with a group from Harvest Community Church. We will be going to minister to the people of that region and assist the missionaries in their efforts to share the Gospel and show the love of Christ.

I am considering this trip as not only an outreach to impact people for Christ but also an opportunity for me to grow in my faith as a Christian. I am looking forward to the challenges that taking a step of faith will bring and also the rewards in spiritual growth. But it is the opportunity to serve others for our Lord Jesus Christ that really excites me and offers me the greatest joy.

Our areas of ministry will be:

- Showing and teaching about God's love.
  
- Pitching in wherever there is a need (painting, cleaning, cooking, doing Bible lessons with the children, etc.).
  
- Supplying food and essential items to those in need.

I am grateful for the opportunity to serve and minister and I ask you to join me in ministry. I am seeking your support and prayers for this mission trip. If you are able to assist with this trip, I would ask that you forward any donation in the enclosed envelope with the check or money order payable to Harvest Community Church with my name on the memo line. The trip is being funded entirely through donations and by those going on the mission trip. Every penny collected will be used to directly benefit the outreach to the xxxxxxxxxx people and the missionaries.

I thank you in advance for your prayers and your financial support. May God bless you richly!

In Christ's Service,

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