

## SAMPLE PHONE CALL

Hi [Giver Name], this is [Your Name] from {church}. How are you today? [wait for response and the conversation may change, depending on the answer]

I just thought I'd call today to say thank you for attending services and for your ministry support. We feel so blessed by your gift and hope that you continue to make our church your home. I would love to pray for you if you have any requests. [wait for answer and pray if they're comfortable with that]

Before I let you go, I also wanted to invite you to a special Welcome Reception that we're having on [date] after each weekend service. We'll be sending an email and postcard with the details, but we hope you can attend. Some of our ministry leaders will be in attendance and they would love the opportunity to tell you about our church.

Thanks again and have a wonderful week. Bye.

## SAMPLE VOICEMAIL MESSAGE

Note: 70% of phone calls will result in a voicemail, so be prepared to leave a short but concise message and follow up with a text message and email.

Hi [Giver Name], this is [Your Name] from {church}. I just thought I'd call today to say thank you for attending services and for your ministry support. We feel so blessed by your gift and hope that you continue to make our church your home.

I would love to pray with you if you have any requests, just give me a call or text back.

I also wanted to invite you to a special Welcome Reception that we're having on [date] after each weekend service. We'll be sending an email and postcard with the details but we hope you can attend. Some of our ministry leaders will be in attendance and they would love the opportunity to tell you about our church.

Thanks again and have a wonderful week. Bye.

## SAMPLE TEXT MESSAGE

Note: If you leave a voicemail, immediately send a text message to identify your number and why you're calling.

Hi [Giver Name], this is [Your Name] from {church}. I just left you a voicemail and wanted to say thank you for attending services. We feel so blessed by your gift and hope that you continue to make our church your home.

I would love to pray with you if you have any requests, just give me a call or text back.

Thanks again and have a wonderful week. Bye.

## SAMPLE EMAIL MESSAGE

Note: The email should follow the phone call, voicemail and text.

Phone Connection Script -

Hi [Giver Name], this is [Your Name] from {church}. We spoke earlier on the phone and I wanted to let you know we're praying for you [if they offered a prayer request].

As I told you on phone, we're having a Welcome Reception on [date] after each weekend service. Some of our ministry leaders will be in attendance and they would love the opportunity to tell you about our church.

Thanks again for taking the time to talk with me on the phone today and if you have any questions, please send me an email or call me at [phone number].

Blessings,  
[Signature]

Voicemail Script -

Hi [Giver Name], this is [Your Name] from {church}. I left you a voicemail earlier today and wanted to follow up with a short email.

We're having a Welcome Reception on [date] after each weekend service. Some of our ministry leaders will be in attendance and they would love the opportunity to tell you about our church. We hope you can make the reception and we look forward to learning more about you.

If you have any questions or prayer requests, please send me an email or call me at [phone number].

Blessings,  
[Signature]

## SAMPLE HANDWRITTEN NOTE

Note: Handwritten note should be sent to all givers that gave over \$100 dollars. The note should be sent the week after they attended – timeliness is VERY IMPORTANT.

Dear [Giver Name],

I wanted to take this opportunity to send you note to thank you for your generous gift. We feel so blessed by your gift and hope that you continue to make our church your home.

Our vision is to be a 'healing place for a hurting world', and your gift will go to support the [insert cause(s) or ministry name].

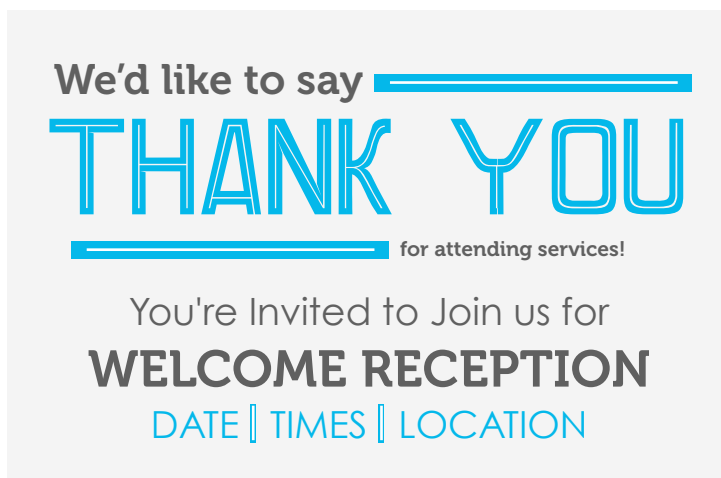
I would love to pray for you if you have any requests, you can reach me at [email]. Thank you again for your gift and I look forward to getting to know you.

Blessings,  
[Signature]

## SAMPLE THANK YOU NOTE DESIGN

Design should match all current branding materials and images. Givers are more likely to remember and associate with your church if they can visually make a connection.

FRONT



INSIDE MESSAGE

