

Organizing a Mailing Party

Involving the Team in the process of preparing and praying over a fund raising mailing is an effective way of blending the work of the Advisory Council and the Team in the joint effort of raising funds for the Kairos ministry.



It starts with the Advisory Council Financial Secretary/KairosDonor Coordinator preparing for the mailing and producing the following items:

- KairosDonor Letters
- Matching Mailing Labels
- Return Address Labels
- Weekend Brochures
- Envelopes
- Stamps

At a team meeting, organize the team into “mailing teams” with at least five “stations:”

Fold Letter

Fold the letter to fit the envelope



Stuff Envelope

Put the letter (and brochure) in the Envelope

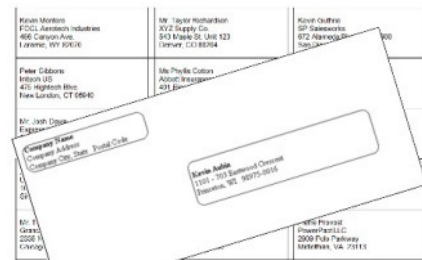


Seal the Envelope



Put on Matching Mail Labels

Make sure the mail label is for the right person and add the Return Address Label



Put on Stamp



Pray Over the Mailing

