



YOUNGADULT
VOLUNTEERS

Fundraising Tool Kit

“Building Relationships, Sharing the Vision, Serving Together”



YOUNGADULT
VOLUNTEERS

Young Adult Volunteers
Presbyterian Church (U.S.A.)

Table of Contents

Fundraising Checklist

World Mission Staff Contacts for Fundraising Help

Fundraising

Overview of Fundraising

What Are My Responsibilities for Fundraising?

**What Are My Responsibilities for Communicating with
Supporters?**

Getting Started: The Importance of Prayer

Working Within the Connectional Church

Five Steps to Success

Identify Potential Supporters

Inform, Involve & Build Ownership: Sharing Your Story

Contact Supporters & Ask for Their Support

Say Thank You

Get It in Writing: Document Your Supporters' Commitments

Presbyterian Primer

Presbyterian Mission: Serving in Partnership

The Power of Language

Acronyms and Terms You May Need

Fundraising Checklist

Young Adult Volunteer

- Read this *Fundraising Tool Kit* and use it for completing the rest of this Checklist.
- Complete the Supporter Worksheet.

- Add your information to the YAV flyer template
- Plan for sharing your story.
- Craft an introduction/solicitation letter.
- Plan what you will say when calling by phone to introduce yourself.
- Plan a presentation to do for groups.
- Photocopy your YAV flyer, letters, (optional: Covenant of Support Form) and any other materials and mail or give to potential supporters.
- Ask for Prayer & Financial Support
- Send thank-you letters!
- Keep donors informed about funds raised or pledged.
- Share your journey regularly through newsletters, blogs & emails.

Remember:

\$5,000 is the required minimum for your fundraising, with \$2,500 raised by 7/1.

Young Adult Volunteers office

Sends a letter to each YAV's home church & presbytery (or regional church body) to inform them of your acceptance into the program

Fundraising Contact Information for YAV staff

Young Adult Volunteers Office *For questions and fundraising updates:*

Blake A. Collins

Phone: 1-888-728-7228 ext. 5300

Email: blake.collins@pcusa.org

Lydia Kim

Phone: 1-888-728-7228 ext. 5024

Email: lydia.kim@pcusa.org

Richard Williams

Phone: 1-888-728-7228 ext. 5539

Email: Richard.Williams@pcusa.org

DOOR (Dwell) Partnered Sites

Contact your local DOOR / YAV Site Coordinator for fundraising updates

DOOR's financial processing all goes through their national office:

DOOR

430 W. 9th Ave.

Denver, CO 80204

303-295-3667

For PCUSA processing:

Address to send checks only:

Presbyterian Church (USA)

Remittance Processing

P.O. Box 643700

Pittsburg, PA 15264-3700

(Please make checks payable to Presbyterian Church (USA) and include BOTH the YAV's name and ECO # in memo line.)

Overview

Building Relationships, Sharing the Vision, Serving Together

Fundraising can bring about a raised level of anxiety. It is actually a great way to invite others into your journey.

Some simple truths:

- People give to people.
- People give because they want to make a tangible difference.
- People give as a witness to and extension of their own faith through the work of others who are called to serve in particular ways.

Fundraising is about building relationships. It is about sharing the vision for ministry and your sense of call so that others can see how they too can make a profound difference. It is also about serving together in faith as the body of Christ, carrying out God's ministry in the world.

Fundraising is much more than asking for money. It provides an opportunity to connect with individuals and groups who will support you with their resources, prayers and interest in your experience. They can also point you to other potential supporters, grant opportunities and organizations- all of which YAV encourages Young Adult Volunteers to explore.

The potential for transformation is enormous – for you, those with whom you serve and those who support you. We welcome you to this new and exciting experience and offer the assurance that the YAV staff stands ready to assist you.

Specifically invite others to support you in a variety of ways:

- **Prayers:** Prayers for you and for the people with whom you will work this year.
- **Interest in your year of service:** Invite others to follow your experience by reading your blog and allowing you to speak at church or presbytery (or regional church body) when you return.
- **Financial gifts:** Invite them to give a one-time gift or installments to make it possible for you to serve this year.

What Are My Responsibilities Around Fundraising?

Funding for the Young Adult Volunteer program is shared by the Presbyterian Church (U.S.A.) and your fundraising efforts. The actual total cost for your international term of service varies according to your site placement and can range from \$22,000 to \$26,000.

Regardless of the specific cost of your appointment, each international YAV is responsible for raising a total of \$5,000. (This is half of what it was in years past!) To ensure a smooth start of your YAV year, you need meet the following deadlines:

- Raise \$2,500 by July 1, 2017
- Raise \$5,000 by January 1, 2018

Team Fundraising Goal

While \$5,000 is the minimum amount we require for fundraising, the actual costs of your YAV year are significantly higher (**averaging about \$24,000**). So we invite you to raise additional funds as you are able. This will strengthen the YAV program and make it sustainable for future participants.

For each YAV site, we've set a team fundraising goal, which is on top of your individual fundraising commitment. **We've set the team goal as an additional \$5,000 per YAV.** For instance, if there are 5 YAVs in Scotland, multiply 5 by \$5,000, for a team fundraising goal of \$25,000. The Scotland group can then work together in raising their team goal, each as they are able. Together we can fund this great experience in a sustainable way.

If you would like further language to explain this additional goal to donors, or have questions of clarity or concern, contact Blake Collins (blake.collins@pcusa.org).

How does it Happen?

Gifts may be made in total or pledged and paid in installments. The **Covenant of Support Form** (see Resource section) is for pledges of support paid in installments. You just need to be sure that, cumulatively, donors meet the total funding goals by the dates listed above.

For donors who specifically want to send their funds through the PC(USA)'s system, each YAV site has an ECO (Extra Commitment Opportunity) account number, with a corresponding webpage for online giving. **To ensure that all donations made on your behalf are properly credited, donors should *always* include both your name and ECO account number.**

The **Covenant of Support Form** includes specific instructions to supporters. We encourage you to fill in your name and your ECO account number now so that your supporters have ready access to this critical information.

It is important for your supporters to be aware that any funds you raise beyond the required \$5,000 will be used to support you and other YAVs at your site. If you, for some reason, are unable to complete your year of service, the YAV program cannot return the funds you have raised as they go to support the whole program.

For YAVs who serve more than one year, no extra money raised in your first year will be used toward the fundraising requirement of your second year. It is your responsibility to communicate this to reoccurring donors as you enter your second year of service.

What Are My Responsibilities for Communicating with My Supporters?

We *encourage* each YAV to write quarterly newsletters to supporting churches, individuals and friends. People *want* to hear from you, to hear about your journey, to hear how you are doing, what you are doing and personal reflections.

We *require* all YAVs to use a blog to share your experiences, growth and prayer requests. A good guide is to post at least one in-depth reflection per month. The YAV program will link your blog on our website so others can follow your year. These are great ways to keep the home communities informed and interested in your year of service. (See the *YAV Handbook* for full requirements on correspondence.)

As you share your journey with your supporters, please remember that you will not always feel positive and upbeat about your experience. That is okay and to be expected. Many of these challenges are a natural part of your experience. What is important is how you struggle with the challenges. What are you learning from the experience and what you would you like your readers and supporters to get out of your story.

With that in mind, ***it is never, ever appropriate to speak negatively against the partner church, site coordinator, host family or your site placement in your letters or blogs!*** Negative messages can take on a life of their own and will be remembered longer than any number of subsequent, positive messages. There will be times when you disagree with your placement coordinator, or the partner church, or the surrounding culture, in general. Just maintain a respectful attitude in your writing about the challenges you face. And remember that there are other avenues for addressing any concerns you may have—through your site coordinator and through YAV staff who are there to help and support you. You are ambassadors: of Christ, of the program, of the PC (USA), to a sister church and institution- It is an important and challenging role.

Read **The Presbyterian Primer Section** of this document for how the PC(USA) understands partnership in mission and some particular issues you will want to be aware of as you begin your service and as you write and speak about it to others.

Getting Started – Begin with Prayer

Ephesians 3:20 is a profound reminder that God, by the power at work within us “is able to accomplish abundantly far more than we can ask or imagine.” With those powerful words in mind, we encourage you to begin this process with prayer, trusting God to help you in many ways:

- Help you overcome any fears or reluctance you may have about asking for support,
- Guide you in knowing who to approach, how and when,
- Help you find the words to tell your story, and
- Bless those individuals who are listening with the ability to hear God calling them to ministry and to respond with their gifts, their prayers and their interest in your experience.

As you begin, know that fundraising is part of your faith journey, where trusting God and relying on the Holy Spirit are fundamental.

Working Within the Connectional Church

The best place to begin your efforts is with your home church.

If You Are Presbyterian

It is important to understand how the Presbyterian Church (U.S.A.) is structured and governed. Each church has a session, made up of elders who are elected by the congregation to serve and lead. The senior pastor acts as Moderator of the session and there is a Clerk of Session who acts as the secretary, recording the minutes and handling all the correspondence.

Additionally, each local Presbyterian church belongs to a presbytery. In total there are 172 presbyteries representing about 10,000 congregations throughout the United States. These regional governing bodies have representatives that include pastors and elders who are elected to serve. The administrative leadership is provided by the Executive Presbyter, a Stated Clerk and a Moderator.

As a courtesy and a matter of respect, it is important to work within the governing structure of the local congregation and the presbytery and to engage in dialogue with those in leadership before you begin your fundraising efforts. In all cases, you should contact the pastor of your church. Additionally, you may need to speak with the Christian Education director, possibly the youth director or the Moderator of Presbyterian Women or the elder who chairs mission outreach. The pastor will guide you in the process of where to begin. (See Resource Section for **Letter to the Clerk of Session** for you to send together with a sample **Introduction letter.**)

The key in talking to a variety of individuals serving in leadership is to encourage their excitement and sense of participation in your upcoming appointment to mission service through the PC(USA). They can also provide insights on how to proceed, identifying opportunities as well as obstacles in your fundraising efforts. They will likely be your greatest advocates and help you network too.

Included in the Resource Section is a copy of the **introductory letter that is being sent on your behalf to the Executive Presbyter of your presbytery and copied to the pastor and/or Clerk of Session of your home church.**

Do not hesitate to ask for their help and insights! Your upcoming appointment to volunteer mission service provides the opportunity for the members, the staff and the session to be a part of the larger church and to feel connected, working together to further the ministry of Jesus Christ.

You should contact the Executive Presbyter (EP) about your upcoming appointment and to discuss ways that the presbytery might be able to support your service (Please note: there may also be more than one YAV your presbytery sponsors during the year). Ask the EP if they would allow you to address the plenary at a Presbytery meeting to share your story and ask for support; or, perhaps, post your bio-page (provided by YAV) with your contact information on the presbytery website. Again, your pastor should be able to help guide you and provide you with the presbytery contact information.

What if You're Not Presbyterian?

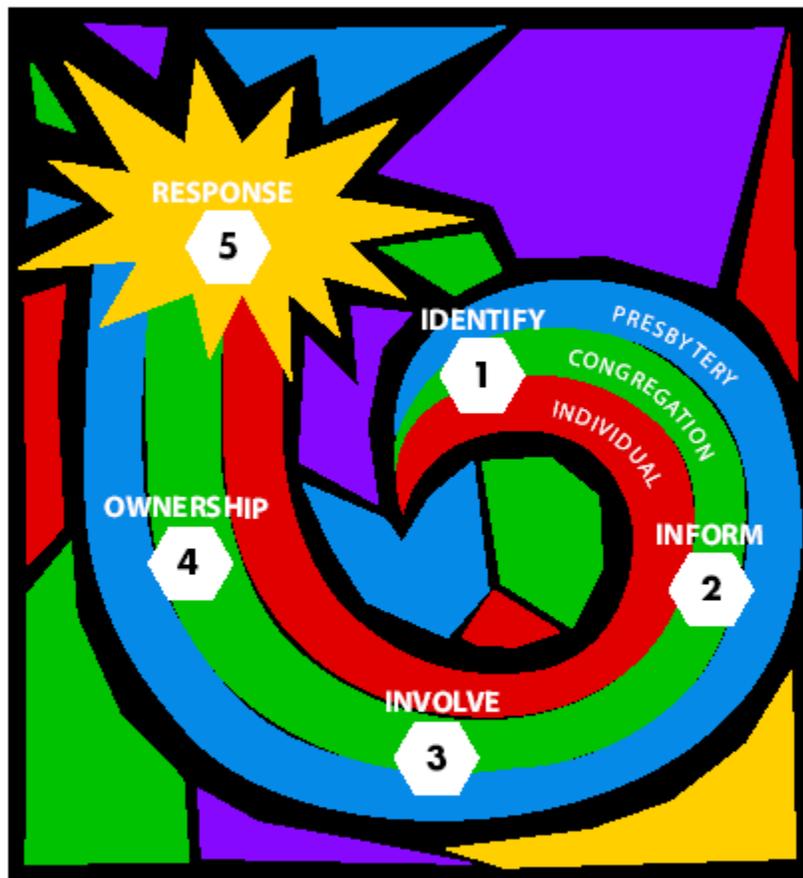
The YAV program is an ecumenical program. The Presbyterian Church (U.S.A.) welcomes people from other Christian faiths to participate in mission service through our denomination. Regardless of your church affiliation, we encourage you to ask your pastor for guidance on how to proceed within that congregation and which other bodies within your denomination should be included in your support-raising activities. If you would like to be connected to a local Presbyterian church or presbytery, please contact Blake Collins (blake.collins@pcusa.org).

A generic “**To Whom It May Concern**” letter is included in the Resource Section for your use and modification.

The Five Steps to Success in Fundraising include:

- Identify Potential Supporters – especially those who have a passion for mission
- Inform Potential Supporters – about yourself, your reasons for accepting the call to serve and the facts about where you will be serving and who will be served (as much as you have available)
- Involve Potential Supporters – helping them to catch the vision of their participation
- Build a Sense of Ownership – showing supporters how they can make a difference through your service
- Response – providing spiritual and financial support & encouragement

FIVE STEPS TO SUCCESS



Typically, givers start at Step 1 and move through each step sequentially before fulfilling a commitment.

Identify

Identify Potential Supporters

You have a larger network than you may realize. Friends, family, church members, faculty, advisors, pastors, youth directors – the list goes on. And hear us say, you *are* providing these individuals with the opportunity to share in your experience, to act on their own faith and to serve with you in ministry through their financial commitment. Also, people are generous! Especially if they have a personal connection and believe that their support will make a difference.

So where to begin in identifying your potential supporters?

- Make lists of friends, family and church members who not only can provide support, but can help you network and give ideas about others to approach. Ask them: Who has an interest in mission? Who supports youth and young adult ministry? Who are they willing to contact and/or open the door for you to meet? **Do not deny people**

the opportunity to give because of your perception of their wealth or interest.

- Work with your pastor and other church leaders to identify groups to approach, such as Presbyterian Women, Presbyterian Men, Sunday School classes, youth groups, church mission committees, presbytery mission committees, etc.
- If you are a student, check with your campus chaplain to see if there are special funds or grants available for persons going into volunteer service.
- Assess your own finances and make a personal commitment to your financial support. Being able to say that you, too, are helping to fund your term is important. It is a lot easier to ask folks to “join you in giving” compared to “please give.”
- Start keeping a record of names, addresses, email, phone numbers of potential donors, what you know about them, who made the referral, etc. (See Resources Section for the **Supporter Worksheet**.)
- Break down the cost of your term of service. Think in terms of weekly and/or monthly gifts and comparable costs that would resonate with a supporter. For example, making a commitment of \$50.00 a month, for 12 months would mean \$600 toward meeting your goal. Or \$20 a week would result in over \$1,000 toward your goal.

Inform, Involve, Build Ownership

Sharing Your Story

Telling your story is the most important tool that you have.

Donors want to feel connected to you and to the work that you will be doing. But they need to be informed, feel involved and engaged, and they need to know that they can help make a difference.

Your job in sharing your story is to do just that, to help them catch the vision.

Share Your Sense of Call, Your Motivations for Serving

Fundraising is relational. So telling potential supporters about yourself and your sense of call or what led you to want to serve as a YAV will be extremely important.

Below are questions for you to reflect on regarding your personal story. Several questions focus on basic biographical information while others pertain to your faith journey. It is important that you are comfortable with what you share in your story and that you're able to do so in a way that is concise, and yet a way that also helps to create a personal connection between you and the potential supporters.

Consider the following questions:

- What about your own faith journey? When did it begin? Who or what has influenced you in your faith journey?
- Where did you go to school? What did you study? (if applicable)
- Why did you accept your placement as a YAV?
- What activities and/or experiences have helped prepare you for this moment?

- What excites you about this opportunity to serve?
- How can they pray for you in this year?
- Is there a particular scripture verse that guides or grounds you?

Know Some Facts

Familiarize yourself with the YAV program, the larger picture of Presbyterian mission and specifics on where you will be serving. [See **The Presbyterian Primer Section** and the PC(USA) website.]

We recommend that you create a file that includes the following:

- A description of the YAV program – what it is, the number of placement sites, how participants are selected, etc. (See Resource Section, **YAV flyer template**.)
- Information on your specific country program (See youngadultvolunteers.org and the information you received at Discernment Event.)
- Pertinent facts about the country and area to which you will be assigned (demographics/population, economic challenges, living conditions, public health or social issues, etc.). Your site coordinator can help you with this aspect.
- Specifics on how to make a contribution and whom to contact for more information. (See Resource Section for the **YAV flyer template** and the **Covenant of Support Form**.)

Contact Potential Supporters & Ask for Their Support

Again, the key to fundraising is the personal connection. People give to people. So how you approach potential supporters is very important, whether it is through a personal visit, a phone call, a letter or email.

Personal Visits

Personal visits are particularly effective. Making face-to-face contact, sharing your story and your vision for this experience and sharing your excitement is all-important. Below is a checklist to keep in mind:

- Make a specific appointment. Let the individuals know why you are coming, that you want to share information about your upcoming volunteer service and ways they can help. Indicate the amount of time you expect to take up and **DO NOT GO OVER YOUR ASSIGNED TIME** whether it's three minutes, 30 minutes or longer.
- When you meet with them, be sure you cover the basics. If they are unfamiliar with the program, begin by sharing that you have an exciting opportunity to participate in a year of service through the Young Adult Volunteer program.
- Talk about your own faith journey and why you want to serve as a YAV.
- Tell them what you will be doing (as much as you know), where you will be serving, why you feel that this is a good match for you, what may be challenging and what excites you about this opportunity.
- Tell them the total amount of money you need to raise (\$5,000 + team goal) and share with them that you too have made a financial commitment from your own resources and your progress to date on raising funds. If any additional language is

needed to describe the minimum goal plus the team goal, email Blake Collins (blake.collins@pcusa.org).

- Ask them to consider supporting you in this volunteer service, not only with a gift and/or pledge but as a prayer partner. Explain that payment can be made now or taken as a pledge to be paid in full or in installments. Explain that your first goal is to raise \$2,500 by July 1 to go to Orientation and on to your place of service.
- Give them a copy of your **personalized YAV Flyer** (see Resource Section) with specifics on how to give to your support, the **Covenant of Support Form** (optional), **and your Introduction letter**. Ask them, prayerfully, to consider making a commitment.
- Answer any questions. It is perfectly fine to admit there are some things you do not know. If any donor would like to be in contact with a YAV staff member, feel free to provide the contact information of a staff member listed above.
- Be faithful to the time frame!
- Thank them for meeting with you and in advance for their support in whatever form

Telephone contact

When a personal visit is not feasible, you can maximize your time by making an exploratory phone call first to see if financial support might be available and what procedures need to be followed.

Telephone contact needs to be brief and to the point. You might want to plan what you are going to say beforehand. For example:

"Hello, my name is _____. I was referred to you by _____ because I have accepted the call to serve as a Young Adult Volunteer with the Presbyterian Church (U.S.A.) in (placement site) for the next year. I'll be partnering with (brief description of your placement and responsibilities) and would like to speak with you about ways you are able to partner with me on my journey...

I have committed to fundraising \$5,000 to help support myself in this experience. With the help of the Young Adult Volunteers office and my own church, I am working to raise the necessary funds to help meet my goal.

My hope is that you can help me share my story with your (church, Sunday School class, Youth Group, Women's Bible Study, Rotary Club, etc.) to explore ways others might be able to join and support me during my year of service. Is this something you would be interested in discussing further...

Record any notes from the phone conversation and be prepared to follow up on any leads in a timely fashion. Be sure and thank the individual for their time and help. Ask if they know of any other groups or individuals who might be interested in helping you to serve. No matter what the response is, remain polite, grateful and always thank them for their time.

Letters and Emails

Letters can, in some cases, be a primary means of communication, especially as a means of introduction. Here are some key points in developing a letter:

- Confine the letter to a single page with several breaks in paragraphs (it will have a better chance of being read).
- Provide the basic information about the program in clear, concise language. (Visit the YAV website for assistance: youngadultvolunteers.org.)
- Include a personal statement about why you want to serve, what you hope to accomplish, what excites you.
- Invite them to participate in this mission service by supporting you in prayer, by following your journey in your blog and by supporting you financially.
- Add attachments for details, including information on funding pledge cards, etc.
- Include a copy of the **Covenant of Support Form** (optional).
- Follow up on all visits and telephone contact with letters and email messages.
- If you are not used to writing professional letters or emails, ask someone to proof read before sending. Blake Collins (blake.collins@pcusa.org) is also available as a resource for letter drafting, fundraising strategy, etc.

Asking for support

Face-to-face contact can be one of the best way to request a gift. But, regardless of how you contact a potential supporter, the following guidelines are important:

- Know as much as possible about the potential supporter and customize your contact with them based on what their interests are or their involvement in church and community activities.
- Think in terms of their capacity to give, but remember you may not have an accurate idea of what is possible for a particular person.
- Provide a giving range for supporters to consider; such as \$10 a week or approximately \$40 a month will equal a total gift of over \$500.
- Share with them that you too have made a financial commitment from your own resources and your progress to date on raising funds. Ask the donor to *join* you in giving.
- Recognize that you are inviting them to participate in your service experience and while they will not be “on site,” they will have the opportunity to walk alongside you. Indicate that you will be sharing your experiences periodically with supporters through newsletters, your blog, emails and social media.
- Ask them to consider supporting you in this volunteer service, not only with a gift and/or pledge, but also through prayer.
- Explain that payment can be made now or taken as a pledge to be paid over the year.

(Recall the funding deadlines: \$2,500 by July 1, \$5,000 by January 1).

- Provide them with your personalized **YAV Flyer and Covenant of Support Form** (optional) with specifics on how to give to your support. Ask them, prayerfully, to consider making a commitment.
- Indicate a specific date by when you would like the donor to respond.
- Remain gracious, polite and confident in your call and your ask.

Additional Considerations

- Be prepared to answer basic questions about your assignment/country program.
- Do not promise more than you can deliver; promising to send email messages every week, for example, is an unrealistic expectation.
- Beware of expectations on the part of some supporters that you will buy and ship goods for them or arrange a tourist visit for them while you are on assignment. Do not make promises, but indicate that such requests will need to go through those individuals/entities in charge of your placement.***
- It is okay to say “I don’t know – let me get the answer and get back to you.”
- If someone offers to approach others on your behalf, be sure to provide them with support materials, including information about yourself, the YAV program, where you will be serving, the funds needed and how to make a gift/pledge, etc.
- Whatever means you use to contact prospective supporters, be sure to thank them for their time and consideration regardless of the outcome of the contact.

If the Answer Is “No”

Prepare yourself for refusals. What if you make your best case for supporting your service and someone says “No, thank you”? You are providing others an opportunity to participate in your service. If they say no, they are simply declining that opportunity, not rejecting you as a person. It may feel like rejection at the time, but people decline opportunities for many different reasons, so try not to let it discourage you.

Be gracious even when refused; thank the person(s) for taking time to meet with you, allowing you to speak to their group, **ask them if they know others you could approach**, then move on!

A “no” can also mean “not right now.” Always ask permission to continue to be in contact with the person through blogs, newsletters, etc. A “no” to financial partnership does not mean a “no” to partnership. Always ask folks to pray for you, read your reflections and keep you in mind.

Say Thank You

It is vital that you acknowledge and show your appreciation of the support people are giving you. This needs to be done:

- Immediately
- Accurately
- Personally

Immediately: As soon as you know that someone has made the decision to support you, thank the person or group whether it is a gift or a pledge. When a payment is made and/or a pledge is fulfilled, you need to thank the person or group again. Thank you notes do not have to be long, but they do need to be timely (within a week of a gift being made or pledged) and they need to be personal and heart-felt.

Accurately: Be sure to acknowledge the amount that they have given and that you are writing to the correct person. If they have pledged to give an amount in installments, acknowledge the entirety of the gift. Remind them of what the money will be used towards (for example, “my year of service in Chinook.”)

Personally: Be authentic and use your own language. It is YOU and your year of service that they are choosing to support. Allow some of your own faith journey to be present in the letter. Remind them of where you are going and what you know about what you will be doing. Close by asking for their continuing support through prayers and by keeping in touch with you. Remember not to promise more correspondence than you will be able to do.

(See the **sample thank-you letter** in the Resource Section.)

••Thanking donors becomes especially important when asking for funds for a second YAV year. It is a lot easier to ask folks to continue their support if you have done a diligent job of communicating to and thanking supporters.••

Getting It in Writing: Documenting Your Supporters' Commitments

The use of the **Covenant of Support Form** (optional) allows you and your supporter to be clear about the agreement that you reached. Make sure all supporters have a copy of the form so they will have your ECO number and name to write on their checks.

Donors may contribute by check or online. For checks, ask them to write **your name and the ECO number** on the check, made payable to Presbyterian Church, (U.S.A.), and mail to this address:

Presbyterian Church, (U.S.A.)
P.O. Box 643700
Pittsburgh, PA 15264-3700

Additionally, supporters can make a gift using their credit card by going online to <http://www.presbyterianmission.org/ministries/yav/support-yavs/>. Enter the ECO # and the name of the YAV in the “Comments” section. Donors can also go online to find your name and ECO number by selecting “Support YAVs” on YoungAdultVolunteers.org. Give your donors the instructions that you think will be easiest for them.

Presbyterian Primer:

Presbyterian Mission: Serving in Partnership

The Power of Language

Acronyms and Terms You May Need

PC (USA) World Mission Fact Sheet

This next section is background information so that you may more effectively and accurately talk about your service within the Presbyterian Church (U.S.A.)

Presbyterian Mission: Serving in Partnership¹

The Presbyterian Church (U.S.A.), together with other North American denominations, has been on a journey for the past 80 years with our neighbors in Christ to re-define our relationships, particularly our mission relationships. The idea of “doing mission in partnership” or “accompanying” churches or peoples has a long history of development away from dominating and colonial patterns toward greater mutuality and equality in our relationships.

While some churches in other countries were “daughter” churches of those in the West, now they are independent, self-governing churches. As early as 1928, the word *partnership* emerged at a meeting in Jerusalem of the International Missionary Council, largely as a reaction against the dominance of the Western churches. With decolonization around the world after World War II, the call for partnership among church bodies became more urgent. Over the years, various councils have taken up the issue and further elaborated its biblical and theological bases as well as trying to sort through the tangle of issues that interfere with the practice of partnership.

In the 1970s *mutuality in mission* was emphasized, suggesting a giving-and-receiving, respectful relationship of equals. *Accompaniment* also became a popular concept, focusing on encouragement and sharing of experiences. *Solidarity* also came into vogue in the 1980s, particularly as churches in the West began to stand *with* churches and peoples who were living under oppressive regimes in Central and South America and in South Africa, in particular. “*Being partners with those so treated*” has been offered as a possible definition of *solidarity*. It is a witnessing and sharing in the suffering and marginalization of others. Some churches in this epoch imposed a moratorium on the receiving of foreign (Western) missionaries until greater equality in the relationships could be lived out. More recently, churches around the world re-discovered and re-claimed the idea that mission is *God’s mission (Missio Dei)* into which all are called to participate and to discern *together* what God is already doing in the world.

The 215th General Assembly (2003) of the Presbyterian Church (U.S.A.) adopted a policy statement, *Presbyterians Do Mission in Partnership*², to affirm what has been “the goal of ecumenical mission practice for at least fifty years” (p. 3). This statement focuses on five principles of partnership: 1) our shared grace and thanksgiving as joint heirs of Christ; 2) mutuality and interdependence; 3) recognition and respect; 4) open dialogue and transparency; and the sharing of resources (human, cultural, financial and spiritual).

“Partnership in mission” is a work-in-progress. Of particular importance and difficulty today is the vast inequality of resources that exist between churches in North America and Western Europe and those in other lands. How can we truly be “partners,” be in mutually caring and beneficial relationships, when such disparity exists? The 2004 meeting of the World Alliance of Reformed Churches (WARC), of which the PC(USA) is a part, called for an urgent focus on the effects of economic globalization on the poor and marginalized of the

¹ Adapted from Philip L. Wickeri, *Partnership, Solidarity, and Friendship: Transforming Structures in Mission*, Louisville, KY, 2003, pp. 2 – 11.

² See the brochure *Presbyterians Do Mission in Partnership* for the full policy.

world.

Serving in Partnership as it Applies to the YAV Experience

Being and Doing

In any type of mission experience, there is a healthy tension between being and doing. **Embracing both aspects of ministry is a key part of a successful YAV experience.** In North American culture, much value is placed upon what we do and achieve. If we cannot show that we are “usefully” occupied or point to the evidence of our work, we can feel a sense of failure or a lack of purpose. We often see the act of just being present as wasted time or leisure. As a YAV you will enter into different cultures, both nationally and internationally, where doing and being are valued differently. You will also enter places where your ability to do or be is different from your life in your home culture. Try your best to recognize and take advantage of your opportunities as a YAV for being. Some of the highlights of your YAV experience could be as simple as washing the dishes with your host mother (or housemates) because that is when she shares with you most openly, or listening to the older man who spends his days sitting at the park because he can tell you what it was like to grow up in his neighborhood and the current history, or walking to church because that is when you visit with the people in your community and learn the realities of life in your new place, or journaling at night before you fall asleep because it is the only time of day when you are not with others. Allow God to use you whether you are being or doing. Oftentimes one leads richly to the other.

Initiative and Acceptance

Another tension you will probably experience as a YAV is when to accept a situation or whether you should take some initiative to try to change your circumstances. The YAV program is not about sending you to change the world. All YAV encounter the challenge of living within social, cultural and religious norms that can be very different from their own. Learning how to live within these local standards can feel limiting and contrary to what you think is right. In the course of your YAV year, you will spend energy and creativity trying to be faithful to your beliefs while respectfully living within the confines of someone else's. You will have to recognize and accept what is beyond your ability to change. However, there are some times when your personal initiative as a YAV will be crucial. For example, if you discover that the job you and your site coordinator thought you would do is no longer relevant, you will want to use initiative to jump in and find a way to interact in your placement regardless of what you originally expected. Unless you want the unexpected to stump your experience, you will have to take initiative to find another way to engage with the people around you. Finding your way into a new community is not easy and cannot be arranged by others. Part of the YAV program is learning how to work within the structure (or lack of structure) that you may find, not what you necessarily expected. There will be plenty that you will just have to accept, but how you respond to the need to accept is dependent upon your initiative to engage regardless of your initial expectations. Even though the YAV program emphasizes flexibility and acceptance, you may also be faced with situations that are unacceptable by any standard. Determining the difference between what you can stretch yourself to accept and what you should not try to accept is challenging, particularly when you are living in a different context. When you face such a question, take the initiative to seek the counsel of your fellow YAV and your site coordinator.

Commitment

Responding to the challenges of your YAV year will require a high level of commitment on the part of many, not just your commitment to the YAV program, but commitment from those that send you and support you, and those that open themselves to receive you. As you commit yourself to God's call for you, remember that the whole of PC(USA) and others close to you commit to support you in this call. Remember also the people that commit themselves to receive you also risk opening their lives to your presence and whatever blessings and challenges you may face together. So you as the YAV, those who send you, and those who receive you enter a mutual trust and pray for God's help to be faithful. If any part of this three-way commitment falters, it deeply affects the other two parts.

THE POWER OF LANGUAGE³

Language has power. It transmits not only facts and ideas, but emotions and values. Skillful writers and speakers have always had the power to affect people's attitudes, influence their actions and shape their inner views of the world and its peoples.

Words expose our deepest beliefs and attitudes. Words also tend to create the reality they describe. We seek to communicate respect and create respect for people of other cultures and nations. That means examining our language and listening to what our words reveal. It means using words that affirm peoples, churches and the values of other cultures and nations.

As Christians who share in the mission of Christ with other churches, we strive to use appropriate language, words that affirm global churches as fully autonomous, and that communicate respect for peoples and cultures that are different from us. Try to avoid words that might sound paternalistic or condescending toward another church or culture. Below are some common examples.

Instead of
mission fields

"going to the mission field"
mission *to*

Use

partner churches, country of service,
host country or church
"going into mission service"
mission *with*

Many areas once called "mission fields" are now independent, self-governing church bodies. It is no longer appropriate to call these churches "mission fields." Also, "mission fields" gives the idea that the U.S. is not a mission field, which is far from the truth! The whole earth is subject to God's mission activity in the world. Partnership and accompaniment understandings emphasize mission *with* others, not something that is done *to* another.

Instead of
mission station

Use
town, city, or specific non-profit name

³ Adapted from *Having An Excellent Adventure: A Handbook for Responsible Travel*, Friendship Press, New York, 1992, pp. 46-47.

Most stations set up by early missionaries have now become towns, villages, or cities.

Instead of Pagan, primitive, heathen	Use persons of other faiths or names of specific religions (Muslim, Hindu, indigenous beliefs, etc.)
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Instead of African Asian	Use Namibian, Tanzanian, Ethiopian Chinese, Philippine, Thai, Korean
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Whenever possible, identify people by their country. Avoid generalizing, as though all persons of a certain continental region are the same.

Instead of Americans	Use United States citizens, Canadians, North Americans, Central Americans, South Americans, Latin America
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Popular usage, even outside the United States, often refers to citizens of the United States as “Americans.” But United States citizens are not the only Americans. It is better to say “people of the United States” than to claim the whole territory of the Americas, or North America, for themselves.

Instead of Third World, underdeveloped or developing countries	Use Global majority
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“Third World” has had a variety of meanings. In early usage, it referred to politically non-aligned countries. (First World meant the United States and allies; Second World referred to the Soviet Union and “eastern bloc” nations). Current usage implies non-industrialized or economically poor by Western economic standards.

Terms such as “underdeveloped” or “developing” oversimplify a nation’s status based on economic or material terms. Nations are measured by purely Western standards and other dimensions tend to be overlooked. For instance, a question might be raised about the moral health or the cultural and social development of rich or powerful nations of the West or North. A search for alternatives to “third world” and “developing” may help us examine attitudes and values we take for granted, but which may need to be challenged.

Instead of down to...	Use to...
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One does not live “down in Brazil” or “down” in any other country of the southern hemisphere. Simply say that you are going “to Colombia,” not “down to Colombia.” Up-down terminology is a matter of perspective, given the vastness of the cosmos. Up-down language carry hierarchical overtones we should avoid.

Any building that people live in should be called a house or a home, not a hut.

Instead of

witchcraft, superstition,
values, witch doctors

Use

traditional medicine, cultural rituals and
traditional healers

These practices still exist in some cultures, but North Americans are often overly preoccupied with questions about these practices. Do not assume that all traditional medicine, cultural rituals or beliefs in the spirit world are primitive or bad. Living in the culture and coming to know the people will help you to discern about these practices in the specific place.

Instead of

tribes, tribal

Use

people, nations, ethnic groups

Many people groups in Africa are sensitive about being identified along tribal lines. South Africans and Namibians especially are insulted to be asked their tribe, since this is one way the white government attempts or had attempted to demean them and create divisions among black Africans. The word “tribe” also carries connotations of primitiveness. Identify a person by their nationality or, in some circumstances, by their ethnic group or language- but not by tribe- unless they request this as the way *they* would like to be identified. It is important to allow each person the autonomy to claim what about their own identity is important- and this varies from person to person! Regional differences exist, but avoid the adjective “tribal” until you are more familiar with the peoples’ own practice in this regard.

Acronyms & Terms You May Need to Know

PC(USA)	Presbyterian Church (U.S.A.)
Session	The governing body of each congregation comprised of ordained elders elected by the congregation to serve 3-year terms. The senior pastor serves as Moderator of Session. There is a Clerk of Session as well.
Presbytery	District governing body of the Presbyterian Church (U.S.A.) comprised of Ministers of Word and Sacrament and elders representing each congregation within the presbytery. There are 173 presbyteries in the United States.
Synod	Regional governing body of the Presbyterian Church (U.S.A.) made up of representation from the presbyteries. There are 17 synods in the United States.
GA	General Assembly: highest governing body of the PC(USA). Made up of elected representatives from presbyteries, the General Assembly meets every two years.
OGA	Office of the General Assembly: responsible for meetings and business of the General Assembly. The Stated Clerk is the elected officer who oversees OGA. Gradye Parsons is the current Stated Clerk. The Moderator is elected at GA and serves a two-year term.
PMA Board	Presbyterian Mission Agency Board: elected officials who oversee implementation of GA policies and actions and are accountable to the General Assembly. The GAMC meets three times a year.
PMA Staff	Presbyterian Mission Agency Staff: the support staff who carry out the policies and work mandated by the General Assembly, from sending mission personnel, to developing curricula, to disaster relief and social justice and witness to name just a few. The denominational offices are located in Louisville, Kentucky. Linda Valentine is the current Executive Director.

Some Presbyterian Mission Agency terms

WM	World Mission: the division of the PMA staff responsible for the selection, sending and support of mission personnel and for relating to partner churches and institutions around the world. YAV program is housed in World Mission.
YAV	Young Adult Volunteers: opportunities in Christian service and learning for young adults (19 to 30 years of age.) The YAV Program has sites in the United States and abroad, and requires a commitment of one academic year.
ECO	Extra Commitment Opportunity: mechanism for fund raising and funds transfers. Funding support for YAVs is made through ECO accounts.

Fundraising Tool Kit

RESOURCE SECTION

Letter sent by World Mission to home congregation & presbytery

(date)
(name and address)

Dear Pastor _____,

I am pleased to inform you that (YAV Name) has been selected by the Presbyterian Mission Agency to partner in God's mission on behalf of the Presbyterian Church (U.S.A.). (YAV's Name) will be serving with through the Young Adult Volunteer (YAV) program in (City/Country Name) during the upcoming YAV cycle.

The Young Adult Volunteer (YAV) program offers opportunities in volunteer service for young adults (19 to 30 years of age) in 16 sites within the United States and five sites around the world. The job descriptions for the volunteers depend on both the needs of the partner and the skills of the YAV. In each placement, the volunteer works with a church or organization, commits to intentional Christian community and faith development.

Funding for their time serving is shared by the Presbyterian Church (U.S.A.), the Young Adult Volunteer, family and friends, volunteer placements, as well as congregation(s) and presbyteries that are able to provide support. The appointment as a YAV is considered a full-time position, and volunteers are not allowed to secure other employment while they are serving. They receive an appropriate stipend to cover basic living expenses where they will live and work. With the approval of the Presbyterian Mission Agency, YAVs are asked to help raise funds to help defray the costs of supporting them and their work while they are at their places of assignment.

Any way that you can support and encourage (YAV Name) during their year of service will be warmly welcomed. If you have questions or need additional information, please feel free to contact me by e-mail at blake.collins@pcusa.org or by phone at 1-888-728-7228, ext. 5300. We greatly look forward to our continued partnership and mutual efforts to manifest God's mission here on earth. Thank you in advance!

Sincerely,

Blake A. Collins (YAV alum, Peru '13-'14)
Associate for Recruitment & Relationships

Cc: (presbytery name)

Supporter Worksheet
(Copy as many as you need.)

Name of Prospective Supporter: _____

Referred by _____

Contact Information:

Address: _____

Phone: _____

FAX: _____

E-mail: _____

My Actions:

Date: Summary of Contact:

Covenant of Support Form completed (optional): _____ (date)

Total Amount Given/Pledged \$ _____

Date I sent thank-you note _____

Help Support a Young Adult Volunteer (YAV)

A Program of Presbyterian World Mission, Presbyterian Mission Agency



Your photo

Type in Your Name

Young Adult Volunteer, Site/City or Country

ECO #

Education (Optional)

Class Year

University/College

Majoring/majored in

Church Affiliation

Name of Church

City & State

Contact Information

Email address

Phone Number

Why I Want to Serve as a YAV...

Provide one short paragraph on your reasons for accepting the call to serve as a YAV – what led you to this decision and/or influenced you, what are your expectations and what do you hope will be accomplished.

If you have a favorite scripture or are able to express how serving as a YAV is (or will be) part of your personal faith journey, it would be good to include that here. (Total word count about 100 words. Keep this flyer to one page, back and front!)

How Can You Support Me?

- **Your Prayers:** Pray for me and for the people with whom I will live and serve this year.
- **Your Interest in My Year of Service:** Follow my experience by reading my blog (give the address). Ask me to speak at your church when I return.

- **Your Financial Gifts:** Give a tax-deductible contribution as a one-time gift or in installments over the course of my year of service. You may give online at www.pcusa.org/yav with the link “support a YAV” and include my name in the comments section. Or checks can be sent to the address below. Include on the memo line of the check my name and the ECO#. Make checks out to PC(USA).

Presbyterian Church (USA)
Remittance Processing
P.O. Box 643700
Pittsburg, PA 15264-3700

(Please write YAV name and ECO # on the checks.)

More Information about the Young Adult Volunteer Program of the PC(USA)

Overview

The Young Adult Volunteer Program is an opportunity for persons between the ages of 19 and 30 to explore their call to the work of Jesus Christ. This one-year, ecumenical program offers participants the experience of both service and learning. Each program site shares common components which enhance the experience, i.e., orientation, service, prayer and faith exploration, leadership development, vocational processes and an end-of-term retreat. While sharing these program elements, each site uniquely challenges the participants to explore their relationship to God, to the church and their ministry in a broken world.

Participants are challenged by the practices of community living, intentional money spending and devotion to faith development and service. Each site's unique form of service provides an opportunity for learning about the mission of today's church in the world.

YAV Sites in 2017-2018

Albuquerque, New Mexico
Asheville, North Carolina
Atlanta, Georgia
Austin, Texas
Boston, Massachusetts
Chicago, Illinois
Chinook, Montana
Colombia, South America

Denver, Colorado
New Orleans, Louisiana
Indianapolis, Indiana
Little Rock, Arkansas
Los Angeles, California
Miami, Florida

New York City, NY
Perú, South America
Philippines
Scotland, United Kingdom
Tucson, Arizona
Washington, DC
Zambia, Africa

Program Costs

Although the cost for a year's appointment as an international Young Adult Volunteer varies by site location, each volunteer is required to raise \$3,000 toward his/her own support. Supplemental funding is provided through the Presbyterian Church (U.S.A.), including a percentage of the annual Pentecost Offering. Young Adult Volunteers are responsible for securing funds through gifts and pledges based on the following schedule.

Funding Requirement	Due By
\$2,500	July 1, 2017
\$5,000	January 1, 2018

For More Information

To learn more about the Young Adult Volunteer program, visit the Presbyterian Church (U.S.A.) website at www.youngadultvolunteers.org



TO THE CLERK OF SESSION OF _____:

We are pleased to inform you that the person listed below has been selected by the Presbyterian Mission Agency to serve as a Young Adult Volunteer on behalf of the Presbyterian Church (U.S.A.) for the term indicated below:

Name:

Term: August 20__ to August 20__

This is considered a full-time position, and as such, (YAV's name) will not be allowed to secure other employment during this year. With the approval of the Presbyterian Mission Agency, Young Adult Volunteers are asked to help raise funds to help defray the costs of supporting them and their work while they are at their places of assignment.

Out of courtesy for the church, we ask the Young Adult Volunteer not to raise funds until they have received authorization from the session. Therefore, we request that you provide your prayerful support and assist (YAV's name) in raising funds for this assignment. You may use the authorization form below or generate the documentation required on your own. In any case, we ask that you give the (YAV's name) written approval for the authorization to raise funds.

Thank you for your understanding and assistance to (YAV's name) during their transformational year of service. If you have questions or need additional information, please feel free to contact me by email at Richard.Williams@pcusa.org or by phone at 1-888-728-7228, ext. 5539. This form is for your records and does not need to be returned to the YAV office.

Sincerely,

Rev. Richard Williams
Young Adult Volunteers Program
Presbyterian Mission Agency

Authorization for Young Adult Volunteer Fundraising:

We, _____, give our prayerful support along with this authorization for the Young Adult Volunteer named above to raise funds in the amount required by and accordance with the guidelines set forth by the Presbyterian Mission Agency of the Presbyterian Church (USA).

Signed _____ Date _____

Title _____

Covenant of Support

By means of this covenant, _____
(Name of organization or individual)

commits to support the following person(s) appointed by the Presbyterian Mission Agency of the Presbyterian Church (U.S.A.) for mission service.

(Mission Personnel Name):

ECO #

will be serving from August 20 through the end of August 20.

In addition to upholding each mission worker in thought and prayer, support will be expressed through a financial pledge to assist in providing for support expenses during this term of service in the amount of \$ _____. Together we give thanks to God for the opportunity to share and participate in this ministry of service and learning.

Conditions of Covenant (Please Print)

Name of Organization or Individual: _____ Total Amount Pledged: _____

Contact Person (For Organization): _____

Address: _____

Phone: _____ Email: _____

Amount Pledge will be contributed:

- Quarterly \$ ____ x ____ payments
- Monthly \$ ____ x ____ months
- Single gift of \$ _____

Signature of donor/donor organization: _____ Date: _____

Payments will be sent beginning on the following date: _____

Please make checks payable to *The Presbyterian Church (U.S.A.)* and write the volunteer's **name and ECO# on the check.**

Please mail all checks to our secure lockbox:

**Presbyterian Church (U.S.A.)
P.O. Box 643700
Pittsburgh, PA 15264-3700**

Online donations can be made at
www.pcusa.org/yav with the link "support a YAV" or at www.pcusa.org/give with reference to the ECO number listed above.

For additional information, contact Richard Williams at 1-888-728-7228, ext. 5539

Sample Letter of Introduction/Request for Support—one page preferred

Date

Name

Address

City & State

Dear (Personalize the letter – don't send generically, Ex: Dear Friends),

I am excited to share with you that I have accepted the call to serve for one year as a Young Adult Volunteer in (name the site) through the Presbyterian Church (U.S.A.). As part of my commitment, I have committed to raising \$5,000 in gifts and pledges for my year of service, and I am hoping that you will support me in this effort.

Through the Young Adult Volunteer program (YAV), I will be joining over other young adults serving at 21 different sites both here in the United States and around the world. While I am still learning about my specific responsibilities, I will be working (include facts from the PC(USA) web site relevant to your site assignment – to get this information go to www.youngadultvolunteers.org and click on you specific site page).

This year is intentionally crafted to be life-changing and transformational, both for me and for the communities that will welcome me. It will involve living outside my comfort zone and what is familiar to me. It will involve focusing on others. It will involve journeying in faith and trusting God in new ways.

I hope that you will consider making a gift or pledge toward my financial support. The timing is urgent as I need to raise \$2,500 by July 1st.

(Optional: I am also including a Covenant of Support Form and ask that you consider making a gift or pledge.)

I look forward to hearing from you soon and thank you for your consideration, prayer and financial support!

Sincerely,

Name

Attachments: Flyer (optional: and Covenant of Support Form)

Sample Thank You Note (Handwritten)

Date

Dear (by name),

Thank you for your (gift/pledge) of \$____. Your generous gift will help make it possible for me to serve as a Young Adult Volunteer, and for that, I am so grateful.

Currently, I have received \$_____ in gifts and pledges. I will let you know when I reach the fund raising goal of \$5,000.

I am so excited about serving as a Young Adult Volunteer and look forward to sharing my experiences with you periodically throughout the year. I ask that in the months ahead, you include me and the work that I will be doing in your prayers. And please keep up with my experience by reading my blog (give the address).

Again, I appreciate your generous support and your faith in God's work. Please accept my heartfelt thanks.

Sincerely,