

MINISTRY RESOURCE HANDBOOK

There are a number of items that *EVERY* nonprofit organization and church needs to know about. We compiled this list to serve as a handbook for potential questions and solutions. Please understand that this is not our endorsement of any one organization over another. You'll need to do your own due diligence but this list is designed to stir your creativity. If you feel that someone should be included, please let us know.

How to Use the Following Resource Pages: Within this Section, you'll find the following categories of information:

I. Website Set Up Design Hosting & Maintenance

II. Servants to the Servants: Affordable Alternative Contacts to Check out—grantwriting, funding paradigms and assistance, angel investors, and more

III. Education: Continuing the Learning Process

—continuing education and financial freedom through gaining knowledge

IV. Organization and Board Development Issues

—nonprofit incorporations and Board training, funding, capital campaigns, etc.

V. Associations

VI. Residual Income Opportunities—many reasonable and positive ways to generate residual income

VII. Products to Sell for “Fundraisers”—garage sales, candles, calendars, magazines, and many other tips, products, catalogs, and websites

VIII. Miscellaneous

I. Website Set Up Design Hosting & Maintenance

- A. E-Zekiel www.E-Zekiel.com
- B. Unlimited Provision www.UPCSites.org
- C. www.VentureCD.net (\$200 set-up/design and about \$35 per month and do it yourself)

II. Servants to the Servants: Affordable Alternative Contacts

- A. State/Federal Grant Writing:
 - 1. Get on Free Federal list--serve at www.grants.gov
- B. Funding Assistance from Similar BUT Different Perspectives:
 - 1. Rural Assistance Center, www.RAOnline.org
 - 2. National Rural Funders Collaboration, www.nrfc.org
 - 3. Fred Bumpass, www.MinistryFundingSolutions.com
 - 4. The Timothy Group, www.TimothyGroup.com
 - 5. www.Faith-Based-Funding-Solutions.com
 - 6. www.gloriousblessing.com
 - 7. www.KingdomComeTraining.com
 - 8. www.angel-investor-guide.com
- C. Affordable Insurance:
 - 1. www.HealthBenefits.com
 - 2. www.insure.com
 - 3. www.AmerSel.com
 - 4. www.AssurantHealth.com
- D. Inexpensive help with newsletters or brochures:
 - 1. Scott Ringo www.OceanGrand.org.

III. Education: Continuing the Learning Process

- A. Vision International University www.Vision.edu
- B. Oxford Graduate School www.Oxnetedu.org for MA and/or D.Phil (Hebrew-based)
- C. Financial Peace University and Dave Ramsey www.daveramsey.com
- D. Crown Financial Ministries www.Crown.org

IV. Organization and Board Development Issues

- A. Incorporate as 501(c) (3): By--laws, Articles of Inc., EIN, State Filing, 1023 Federal Filing, words to us/not use, coaching www.MultiplyingTalents.com Aretha Olivarez, (407) 575-0685, EST
- 2. Another option to immediate nonprofit covering access, call Scott Ringo (757) 748-4747 EST, www.OceanGrand.org
- B. Many community foundations and outreaches will help you complimentary or for a very low price--call to discuss and/or for ideas. See www.nationalchristian.com for a listing of community foundations.
- C. www.RelationshipUniversity.org Lists of nonprofit needs in ongoing development plus complimentary downloads, Resume Guide, many links to various resources, & MORE!
- D. Capital Campaign Coaching: Dr. Tommy Wood, Affordable Campaigns www.GreenFieldGroup.us (678) 409-9911 EST OR purchase Do It Yourself Capital Campaign book \$250 Incredible resource! Buy

the book and customize, implement your own capital campaign! Several support and coaching options available including buying book and a block of coaching/mentoring hours starting at \$2,500 to \$5,000 and up. The more you do yourself, the less it costs!

7. Board Development Help:

- A. Fred Bumpass, CPA, www.MinistryFundingSolutions.com (770) 965-0524
- B. www.TimothyGroup.com.

V. Associations

- 1. Christian Community Development Association www.cdda.org
- 2. Christian Law Association www.christianlaw.org
- 3. Christian Leadership Alliance www.christianleadershipalliance.com

VI. Residual Income Opportunities

- www.GoodSearch.com
- www.IGive.com
- www.SharedPath.org
- www.GivingItForward.com
- www.ReplaceYourPay.com
- www.SendOutCards.com/sendjoytoday

VII. Products to Sell For Fundraising

A. First Things First:

Get ready to receive

Determine the size of your group that will help you.

- 1. A class of 30 or so is a good number to work with and easy to organize. Divide the group into smaller and more manageable groups to assign duties to. Assign each group specific responsibilities or form groups that will be responsible for specific tasks. Involve the group—even if kids—BUT always involve the parents, too.
- 2. Pick a fundraising idea. Consider the size of your group, how much planning and promotion are needed, set-up costs, number of volunteers, supplies needed, and who will finance the event. The ages of your participants should factor into all decisions. Pick a fundraiser that will be fun for all—volunteers and donors. Do your due diligence. Many of the ideas listed below have websites that offer MANY other ideas OR will link you to even more groups. Learn to utilize www.google.com
- 3. Design a plan of action. Once you know which type of fundraising you'll be doing, determine a location and date. Create a list of what you'll need for your event.
- 4. Figure out how many volunteers you will need. Every assignment is important to the success of project, make certain you have good volunteers that share your vision and will give of their time, energy, and so on.
- 5. Estimate how much money you can raise. Set a reasonable, attainable goal. Remember to calculate your profit margin to be sure that this is the right fundraiser for you.
- 6. Spread the word! For smaller groups and events, word of mouth and flyers will suffice. Larger groups and events will need more outreach, such as posters in local places of business and public announcements in newspapers, community bulletin boards, radio, or other publicly accessible places.

B. Fundraising Ideas: (BUT learn to use www.google.com to find the fundraising ideas nearer to your town!

1. Golf Tournament
2. Garage Sale
3. Car Wash
4. Bake Sale
5. Fundraising Booklets:

C. National Brand Selling Fundraisers: (Follow links on their website OR call them for more information)

1. Hershey's Chocolate products to sell for profit. www.Hersheys.com 1-800-803-6932 . Also check www.Hersheys.com/fundraising/seller-tips/getting-started.asp
2. World's Finest Chocolate. Up to 50% profit selling delicious chocolate candy bars, chocolate. Requires higher volume because of price. www.stepbystepfundraising.com/a/wfc/htm
3. Lollipops. Many shapes/colors to choose from. They sell great BUT higher up-front cost. 50% profit. www.fastfundraising.com. 1-800-627-1854
4. Beef Jerky and Oberto. www.Oberto.com or call 1-877-234-7902
5. Beef Jerky and Jack Links. 50% profit. www.darnallfundraising.com/beefjerky.html 1-888-649-8013
6. Group Calendars. Many to choose from www.YouthGroupCalendars.com 1-800-432-4941
7. Group Calendars with Digilabs. This company offers a Free download that can be used to create fundraising calendars. Calendars can be ordered through software and company, too. Sponsors can be brought on to lower costs. www.digi-labs.net/fundraising.shtml
8. Scratch-Off cards www.fastfundraising.com 1-800-627-1854 or www.fasttrackfundraising.com/scratch_card_fundraiser.php
9. MANY Catalogs that companies will work with you on for fundraising. Here are a few:
 - a. Fundraising Zone variety of products www.fundraisingzone.com 1-800-645-6550
 - b. Current USA Inc. www.currentfun.com 1-877-665-4481
 - c. Reader's Digest. www.fundraising.com/fundraising-products/
 - d. Maredy's. www.maredy.com
 - e. Aromalight Candles. www.aromalightcandles.com 1-877-542-3285
 - f. Yankee Candle Company. www.yankeefundraising.com 1-800-351-1533
 - g. Pretty Good Popcorn. www.prettygoodpopcorn.com 1-877-747-2646
 - h. Funds Net. www.fundsnetervices.com 1-866-813-9437
 - i. MagFundraising. www.magfundraising.com
 - j. MagRaise. Www.magraise.com
 - k. Classic Cookie Cookie Dough. www.classiccookie.com
 - l. Fresh Cookie. www.fivestarfundraising.com 1-877-699-7807

VIII. Miscellaneous

EVERYONE NEEDS A GREAT RESUME!

- A. Go to www.RelationshipUniversity.org for a complimentary Resume Guide with sample letters, resumes, and more from which you cut and paste your own! OR hire someone do a first_class, professional resume for you for only \$75 and be done within days! www.RelationshipUniversity.org).

B. Need help finding a ministry-related job? Go to www.MinistryStaffingSolutions.com