Date Anywhere Community Church

Street address or PO Box

City, State

Zip code

Project Leader Name

Address

City, State

Zip

Dear [Project Leader]

Thank you for agreeing to provide essential leadership for [name of church’s] efforts to demonstrate God’s love to our community through our Inasmuch Day on [date]. Momentum is building. We anticipate that many will sign up to volunteer! The Inasmuch Day promises to be a very exciting event for our church and community.

There are several things we need for you to do as a Project Leader:

* If you have not already done so, please research your project thoroughly. Make sure that you have obtained all the permissions and materials you will need to complete it. If you purchase materials, turn in your receipts to the church finance office for reimbursement [Inasmuch Coordinator may adjust this instruction as per your church’s procedures and attach an expense reimbursement form if necessary.]
* You will receive a list of volunteers with phone numbers by [date supplied by Inasmuch Coordinator]. At that time, you will need to call all of your volunteers as soon as possible to let them know that they will be working on your project. Provide each volunteer with the when, where, and how of your project so that each person is fully prepared for a satisfying day of ministry. If you have personally recruited volunteers, please provide those names to me [Coordinator] as soon as possible.
* You will need to make arrangements to have a cell phone with you if your project is away from the church campus. Please send [Coordinator’s name] that cell phone number before [date of Inasmuch Day].
* Remember to call in the number of persons for whom we will need to provide lunch on the Inasmuch Day (and include the home owner in the case of Home Repair projects). Lunch will be provided at the church for volunteers working in projects there.
* Our insurance carrier has been notified about our Inasmuch Day. In case of injury on the Inasmuch Day, you will need to notify [Coordinator] ASAP and assist the injured volunteer by obtaining appropriate medical attention. If you have minors working on your project, you must obtain a signed Permission Form from their parent or guardian (enclosed).

I am the central contact person for our Inasmuch Day. If you have any questions about your project or any other matter regarding this day, please call me at [Coordinator’s phone number]. Thank you again for making it possible for [church’s name] to complete this bold attempt to demonstrate God’s love and mercy in [community name].

Gratefully,

[Inasmuch Coordinator’s name and contact information]