

Letters to send Organic Outreach Team Members before each meeting (Year One of Meetings)

Please feel free to edit these as you see fit. You can cut and paste whatever text works best for you. Note that these example letters use capitals for personal pronouns for God, if this is not how you write, feel free to change these. These letters are a tool to help you communicate with your team members as effectively as possible.

It is very important that you send a letter to all of your team members a week before your meeting as a reminder of the preparation they need to do to make the meeting as productive as possible.

Note: Remember to attach the upcoming agenda for each meeting with the letter and send this out a week in advance of your meeting. As always, you can edit the agendas, these letters, and all of the Organic Outreach materials to fit your ministry context and culture.

Before Outreach Influence Full Team Meeting (Year 1, Quarter 1)

Dear Outreach Influence Team Members,

I am excited about our first gathering as a full team. Each time we meet there will be four primary goals:

1. Inspiration and renewed passion for outreach
2. Learning about evangelism
3. Partnership where we work together in outreach as a church
4. Accountability that inspires us to take outreach seriously!

Please look over the agenda I have attached. There is preparation you will need to do including some reading, prayer, and activity before our first team meeting. Take this seriously and come ready to engage in a way that will honor God and move us out with His Gospel into the world.

Join me in praying for a great first meeting.

We will be meeting at: **Time**

Our location will be: **Location**

If you have any questions please check in with me.

With you in the joy of sharing Jesus,

Your name

Before Outreach Influence Cluster Meeting (Year 1, Quarter 1)

Dear Cluster Participants,

Our first cluster meeting is coming up soon. Please be praying for a great time together and for God to move among us in powerful ways. Clusters are designed to make more space for conversation as leaders so come prepared to share your outreach temperature and how you will be raising it in the coming weeks. Also, be ready to share a story about how God has been using you to reach out to someone.

Please look over the agenda I have attached. There is preparation you will need to do including some reading, prayer, and activity before our first cluster meeting. Take this seriously and come ready to fully engage.

Join me in praying for our first cluster meeting.

Your cluster will be meeting at: **Time**

Our location will be: **Location**

Give me a call if you have any questions.

With you in the Gospel,

Your name

Before Outreach Influence One-on-One Meeting (Year 1, Quarter 1)

Dear **Name**,

Our first One-on-One is just around the corner. I am excited to talk, pray, and dream together about how God can move our church forward toward greater fruitfulness for His glory.

Please look over the attached agenda right away and take some time to be sure you do the reading. Also, use the prayer direction suggested in the agenda and prepare by doing the action challenge on the agenda.

I look forward to our first One-on-One and will be praying for God to work in each of our lives as we meet and seek to grow in our passion for Jesus and sharing His Good News!

See you soon,

Your Name

Before Outreach Influence Full Team Meeting (Year 1, Quarter 2)

Dear Outreach Influence Team Members,

Our second full team meeting is coming up in about a week. Our focus will be on The Two-Degree Rule. There was a reminder of what you need to do to come prepared at the end of the agenda of our One-on-One meeting last month. I have also attached our agenda for our upcoming Full Team Meeting and this has your reading, prayer direction, and action items to review and prepare.

I look forward to our full team meeting. Join me in praying for this important time together with all of our Outreach Influence Team members.

Our meeting is: **Date and time**

We will be meeting at: **Location**

With you in the joy of the Gospel,

Your Name

Before Outreach Influence Cluster Meeting (Year 1, Quarter 2)

Dear Cluster Participants,

Our second cluster meeting is coming up soon. Our focus will be ***Growing as Grace Bearers*** and holding ***The Bible and God's Truth***. Please be praying for a great time together and for God to move among us in powerful ways. Clusters are designed to make more space for conversation as leaders so come prepared to share your outreach temperature and how you will be raising it in the coming weeks. Also, be ready to share a story about how God has been using you to reach out to someone.

Please look over the agenda I have attached. There is preparation you will need to do including some reading, prayer, and activity before our next cluster meeting. Take this seriously and come ready to fully engage.

Join me in praying for our first cluster meeting.

Your cluster will be meeting at: **Time**

Our location will be: **Location**

Give me a call if you have any questions.

With you in the Gospel,

Your name

Before Outreach Influence One-on-One Meeting (Year 1, Quarter 2)

Dear Name,

Our second One-on-One is just around the corner. I am excited to talk, pray, and dream together about how God can move our church forward toward greater fruitfulness for His glory. Our focus will be ***Sharing your Testimony*** so come ready to share your conversion story and another testimony about God's presence and power in your life right now!

Please look over the attached agenda right away and take some time to be sure you do the reading. Also, use the prayer direction suggested in the agenda and prepare by doing the action challenge on the agenda.

I look forward to our One-on-One and will be praying for God to work in each of our lives as we meet and seek to grow in our passion for Jesus and sharing His Good News!

See you soon,

Your Name

Before Outreach Influence Full Team Meeting (Year 1, Quarter 3)

Dear Outreach Influence Team Members,

Our third full team meeting is coming up in about a week. Our focus will be on ***The One-Degree Rule for the Church*** and ***The Six Levels of Influence***. There was a reminder of what you need to do to come prepared at the end of the agenda of our One-on-One meeting last month. I have also attached our agenda for our upcoming Full Team Meeting and this has your reading, prayer direction, and action items to review and prepare.

I look forward to our full team meeting. Join me in praying for this important time together with all of our Outreach Influence Team members.

Our meeting is: **Date and time**

We will be meeting at: **Location**

With you in sharing the Good News of Jesus,

Your Name

Before Outreach Influence Cluster Meeting (Year 1, Quarter 3)

Dear Cluster Participants,

Our third cluster meeting is coming up soon. Our focus will be ***Praying for People*** and ***Praying with People***. Please be praying for a great time together and for God to move among us in powerful ways. Clusters are designed to make more space for conversation as leaders so come prepared to share your outreach temperature and how you will be raising it in the coming weeks. Also, be ready to share a story about how God has been using you to reach out to someone.

Please look over the agenda I have attached. There is preparation you will need to do including some reading, prayer, and activity before our next cluster meeting. Take this seriously and come ready to fully engage.

Join me in praying for our first cluster meeting.

Your cluster will be meeting at: **Time**

Our location will be: **Location**

Give me a call if you have any questions.

With you in the Gospel,

Your name

Before Outreach Influence One-on-One Meeting (Year 1, Quarter 3)

Dear **Name**,

Our third One-on-One is just around the corner. I am excited to talk, pray, and dream together about how God can move our church forward toward greater fruitfulness for His glory. Our focus will be ***Sharing the Gospel*** so come ready to share the Gospel story using two different approaches.

Please look over the attached agenda right away and take some time to be sure you do the reading. Also, use the prayer direction suggested in the agenda and prepare by doing the action challenge on the agenda.

I look forward to our One-on-One and will be praying for God to work in each of our lives as we meet and seek to grow in our passion for Jesus and sharing His Good News!

See you soon,

Your Name

Before Outreach Influence Full Team Meeting (Year 1, Quarter 4)

Dear Outreach Influence Team Members,

Our final full team meeting of the year is coming up in about a week. Our focus will be on Innovation and Outreach. There was a reminder of what you need to do to come prepared at the end of the agenda of our One-on-One meeting last month. I have also attached our agenda for our upcoming Full Team Meeting and this has your reading, prayer direction, and action items to review and prepare.

I look forward to our full team meeting. Join me in praying for this important time together with all of our Outreach Influence Team members.

Our meeting is: **Date and time**

We will be meeting at: **Location**

With you in the ministry of Organic Outreach,

Your Name

Before Outreach Influence Cluster Meeting (Year 1, Quarter 4)

Dear Cluster Participants,

Our fourth and final cluster meeting of the year is coming up soon. Our focus will be ***Mind Shifts*** for Organic Outreach. Please be praying for a great time together and for God to move among us in powerful ways. Clusters are designed to make more space for conversation as leaders so come prepared to share your outreach temperature and how you will be raising it in the coming weeks. Also, be ready to share a story about how God has been using you to reach out to someone.

*All resources created by Kevin G. Harney and Organic Outreach Ministries.
See KevinGHarney.com and OrganicOutreach.com for more free resources.*

Please look over the agenda I have attached. There is preparation you will need to do including some reading, prayer, and activity before our next cluster meeting. Take this seriously and come ready to fully engage.

Join me in praying for our first cluster meeting.

Your cluster will be meeting at: **Time**

Our location will be: **Location**

Give me a call if you have any questions.

With you in the Gospel,

Your name

Before Outreach Influence One-on-One Meeting (Year 1, Quarter 4)

Dear **Name**,

Our fourth and final One-on-One of the year is just around the corner. I am excited to talk, pray, and dream together about how God can move our church forward toward greater fruitfulness for His glory. Our focus will be ***Spiritual Conversations*** so come ready to talk and pray together.

Please look over the attached agenda right away and take some time to be sure you do the reading. Also, use the prayer direction suggested in the agenda and prepare by doing the action challenge on the agenda.

I look forward to our One-on-One and will be praying for God to work in each of our lives as we meet and seek to grow in our passion for Jesus and sharing His Good News!

See you soon,

Your Name