



DIRECTOR'S BEYOND BOOTCAMP BOOKLET

What:

A comprehensive game plan for the director and prospective staff – from the moment the position is offered, to becoming fully funded.

Why:

Prospective staff can become overwhelmed, discouraged and even have thoughts of quitting, due to a lack of funding and a feeling of isolation. This workbook is designed to develop a mentor/mentee (*or discipler/disciplee*) relationship that ensures the prospective is supported.

How:

A simple and repeatable process to guide prospective staff to become fully funded.

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1ST CHECKPOINT: LAUNCH MEETING

“Building a Plan and Setting the Culture”



1. Connecting With God

- Affirm the calling you’ve noticed on their life.

Complete Pre-Mtg

- In the meeting ask your new staff person, “What could it look like to fulfill the FCA Vision in your area?”

Complete During Mtg

- Read and discuss your key scriptures on fundraising that inspire and minister to you.

Complete Pre-Mtg

2. Creating a Healthy Team

- Share your ministry vision for the area.
- Define their 100% monthly operational budget together, using *Hometeam Tracker*. (Salary, 11%, Taxes, Retirement, Car Allowance, Ministry Expense, Phone, Medical Insurance, Etc.)

Complete Pre-Mtg

- Discuss our FCA work culture and time expectations during support raising.
- Schedule with them an ongoing Weekly Review meetings or video calls. Invite them to work blocks.
- Help them identify and secure an accountability partner by Checkpoint 2.**
- Give your prospective the accountability partner profile and video, <https://youtu.be/zWyWnzsJnXg>**

3. X’s and O’s

- Model a Donor Ask in the meeting or schedule a time with another staff person to model for them. Debrief.

Complete Pre-Mtg

- Build fundraising plan together (#weeks, #hrs/week, trips, # of potential donors to call)

Fundraising plan: _____ \$ AMP per week (AMP Goal divide by # of Weeks)
_____ # of weeks to “100% Finish Line”
_____ # hours per week focused on support

- Explain AMP & RFP and the expectation to have 50% of your Operating budget AMP + RFP.
- Share about Bootcamp and select a date thru Teamnet/Trainings. Discuss purchasing flights.
- Show them a MyFCA page and give instruction to personalize (send to: supportservices@fca.org)

4. Next Steps (for the director after the meeting)

- Reflect and record where they need support in trusting God to be faithful in providing 100%.
- Phone call a few days later to support them and ask how Bootcamp homework is going.
- Follow up on modeled donor Ask if you delegated it.
- Send flight info to Jenny at NSC for airport pick up and logistics (Jkleoppel@fca.org)
- Ask if they’ve completed HR paperwork and review their MyFCA page info and picture.

2ND CHECKPOINT: PRE-BOOTCAMP

“Building Confidence in their Ask”



1. Connecting With God

- What do you sense God is showing you in the support raising *preparation* process, and in the book *The God Ask*?

- i. What’s confusing, or frustrating in your fundraising process?
- ii. Do you think God is stretching you through this process? If so, in what way?
- iii. What area(s) do you think God wants you to trust and experience His power in this process?

** Take a few minutes to pray over them from what they shared.

2. Creating a Healthy Team

- Help them identify and clarify their WHY (i.e., why they want to serve God through FCA, what wakes them up in the morning, their *holy discontent*)

- Set meeting with prospective and their accountability partner for Checkpoint 3.**
- Help them create a game plan to communicate their ministry in a donor meeting, by building a basic ministry plan.
 - i. Share your 1st Year’s Vision, Strategy, Objectives, Expectations and desired outcomes for them.
 - ii. Explain that their first 90 days is focused on learning, like a trainee (encourage them to ask questions).

- Share any FCA ministry history of their area (past leaders/huddles, key vols/partner, previous staff).

3. X’s and O’s

- Follow up on Homework for SRS Bootcamp (make sure all homework is complete).
- Set expectations for post-bootcamp (weekly reviews*, accountability partner*, work block times*)
- Have them call you as one of their *practice calls* during their Phone Ask assignment at Bootcamp.
- Make sure their travel is all set (flight, pick-up, hotel reservations with Support Center, etc.).
- Ask if they have any questions.

4. Next Steps (*for the director after the meeting*)

- Follow up on your *Connecting with God* convo (“what is God teaching you through this? If so, what?”).
- Ask if anything is confusing, and if they have any questions?

3RD CHECKPOINT: POST-BOOTCAMP

“Finalize and Deploy”



- LISTEN TO THEIR PRACTICE ASK, then give feedback on their *Why, Vision, Job Description, Stories, and Ask!*

1. Connecting With God

- Share a story from your own support raising journey where you realized God was walking with you.

- Stress the importance of seeking God’s approval instead of man’s approval in support raising.
 - a. Take time to write out scriptural truths together of their identity and how God views them.
 - b. Examples: Psalms 139, Romans 8

2. Creating a Healthy Team

- Help them identify 2 personal stories affirming FCA’s vision and mission to incorporate into a donor Ask.
- Coordinate your schedules to set up two donor meetings together.
- Before the meeting review the Accountability Partner profile sheet, weekly review tool and getting together at 50% and 100%. During the meeting focus on developing a relationship and alignment around the journey ahead.
- Explain the purpose of the Weekly Review (focused feedback, relationship and accountability).

3. X’s and O’s

- Work through their support raising plan to solidify weekly goals.
 - a. Hours and Asks per week.
 - b. Define their A, B, and C list of donors.
- Explain and set up a Board Member practice Ask.
 - a. Prep Board member and set expectations.
 - b. Have them call the board member now to set up the meeting (after the call give feedback).
- Commission and pray for them to begin setting appointments and raising funds!

4. Next Steps *(for the director after the meeting)*

- Phone call to affirm their identity, your belief in them, and how God views them.
- Follow up with Board Member on the Prospective’s Ask.
- Prepare for their 1st weekly review meeting *(utilize 1-on-1 Prep Document)*
 - i. Hold them responsible for their # of weekly meetings and phone calls.

4TH CHECKPOINT: FIRST QUARTER

“Evaluate and Adjust”



1. Connecting With God

- Ask: “What do you think God is teaching you through support raising?”

a. How can I help you get to the next level?

- Share another story how God has lead/encouraged you in support raising!

2. Creating a Healthy Team

- Ask: “How have I been helpful?” “What hasn’t been helpful?” “Are there other ways I can help?”
- Ask: “What areas of this process have been the most challenging?”

- Ask: “Are you getting enough rest?” (share how you find rest and renewal with God, daily/weekly/monthly) Isa 40:30-31, Mat 11:28-30, Hebrews 4

- Coordinate a 3-way call with their accountability partner to discuss progress and needs.
- Send their accountability partner a thank you note personally from you.

3. X’s and O’s

- Discuss ways to not let off the gas. A marathon requires daily discipline and focus on the process. Hebrews 12:1-3, Phil 2
- Discuss how to thank people well. *Thank You Notes* within one week of a new donor signing up.

- Discuss if referrals are needed. Equip them to ask for referrals.

4. Next Steps *(for the director after the meeting)*

- Call and follow up on your *Connecting with God* conversation.
 - a. Encourage and affirm **any** faithfulness you see.
 - b. If they’ve avoided any to-do’s, ask “what’s holding you back?”
- Call to follow up on their pursuit of rest and renewal.
- Keep an eye on their weekly reviews. Make sure # of meetings and phone calls are being hit.

***If your noticing any character red or yellow flags, now is the time to address that.**

5TH CHECKPOINT: HALF TIME
“Refocus and Adjust”



Connecting With God

- Affirm and celebrate the prospective staff’s faithfulness to the process since checkpoint 4.

- Discuss and unpack their WHY for coming on staff (review from checkpoint 2, #2). Use this to encourage them.

- Ask “Where do you sense God is stretching you?” What is a tangible step towards obedience?

Creating a Healthy Team

- Set up a 2 on 1 donor meeting with someone you know (from their area if possible).
 - This is designed to model and improve their Ask, encourage, and develop trust with you.

- Set meeting with accountability partner and prospective staff, discuss adjustments and encouragements to reach 100%.**

- Ask: “Is there an area in support raising that is discouraging you?” Discuss a way you can encourage them.

X’s and O’s

- Warn them how ministry opportunities can distract them from getting to 100%.

- Look at their social media with them to *name-storm* potential donors.

- Discuss Donor Ministry (i.e., pray for 2 donors a day, 2 calls a week, follow-up’s and check-in’s)

- Discuss one volunteer ministry opportunity in their area (encourage them to consider a coach). Share how this could help them capture ministry stories to aid support raising.

Next Steps (*for the director after the meeting*)

- Call and follow up in their tangible step towards obedience (from the *Connecting with God* conversation).

- Encourage and affirm any faithfulness.

- If they’ve avoided any to-do’s, ask, “help me understand what kept you from doing it?”

- Go over their weekly reviews to make sure their # of meetings and phone calls are being met.

***If the same red flag from Checkpoint four is still there, consider having the difficult conversation of letting them go before being hired.**

6TH CHECKPOINT: HOME STRETCH

“Keep their Eyes on the Finish”



1. Connecting With God

- Before your meeting take 10 minutes to pray; asking God to show you how He views them? Then share.

- Ask them to share how they've seen God's faithfulness through the support raising process. Remind them, He will continue to walk with them to 100%!
- Affirm and encourage them in 2-3 specific areas that they have been faithful in the process.

2. Creating a Healthy Team

- Before the meeting ask a teammate who reached 100% to call and encourage them to finish!
- Go over their *Home Team Tracker* with them to identify people to call that they've avoided, or lost contact with.

3. X's and O's

- Find a creative way to celebrate them reaching 75%!!! (i.e. gift, go cart racing, golf, meal, gift card)
- Set up another 2 on 1 donor meeting with a potential donor from your network (preferably in their area).
- Revisit their social media with them to *name-storm* potential donors.
- Remind them why it is important to thank people well.
 - Go over tangible ways to thank people well this next week.

4. Next Steps (*for the director after the meeting*)

- Where do you believe God has been prompting you? How have you been responding?
- Give them two potential donor referrals out of your network (as an encouragement).
 - Contact referral prior giving their info.
- Go over, and hold them accountable to make sure their # of meetings and phone calls are being reached.

Referrals:

1) Name: _____ Contact Info: _____

2) Name: _____ Contact Info: _____

7TH CHECKPOINT: FINISH LINE

“Celebrate Their Faithfulness”



1. Connecting With God

- Affirm their faithfulness through their support raising journey! (*share specific moments*)
- Remind them of the challenges they faced and how they trusted God!

2. Creating a Healthy Team

- Plan with their accountability partner and any others involved an intentional celebration moment to bless them (i.e. including a gift, quality time, favorite food, words of affirmation, highlight their faithful moments)
- Address adjustments that need to be made in your working relationship, as you begin their 1st 90 days.
- Go over **in detail** their 1st week. (i.e. goals, when you'll meet/phone calls, priorities, shadowing an AR)
 - i. Goal 1:
 - ii. Goal 2:
 - iii. Goal 3:
 - iv. Priority 1:
 - v. Priority 2:
 - vi. Priority 3:
 - vii. AR to Shadow:

	Monday	Tuesday	Wednesday	Thursday	Friday
8am Morning 10am					
Lunch 12pm					
2pm Afternoon 4pm					

3. X's and O's

- Discuss Donor Ministry (i.e., pray for 2 donors a day, 2 calls a week, follow-up's and check-in's)
- Complete Debrief Evaluation
- Send Prospective's Debrief Evaluation Pre-Meeting