

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 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.

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

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

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.)
- ☐ Discuss our FCA work culture and time expectations during support raising.

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- ☐ Schedule their ongoing Weekly Review meetings or video calls. Invite them to work blocks.
- ☐ Discuss the importance of an additional accountability partner other than you.

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.

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- ☐
- Build fundraising plan together (#weeks, #hrs/week, trips, # of potential donors to call)
- [Link Time Calculator](#)

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 and the expectation to have 50% of your Operating budget AMP.
- ☐ Share the importance of Bootcamp and select a date thru Teamnet/Trainings.
- ☐ Show them a MyFCA page example and give instruction to personalize and add photo (email 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.
- ☐ Buy plane ticket, send to Jenny Jkleoppel@fca.org (*notice landing/departure times required)
- ☐ Ask if they've completed HR paperwork and review their MyFCA page info and picture.

Prospective's Prep Questions

Connecting With God

- With Vision we can build teams and unify all of our resources to accomplish this mission. Take some time to consider what God used to bring you and call you on this journey. What is the picture in your head of a better future this ministry could bring?

Creating a Healthy Team

- ☐ Prepare to determine a support raising plan together.
 - Consider a date you need to start getting paid by. (assume 4-6 months for support raising)
 - Consider any locations you need to travel in order to raise support. (typically if you have 5+ potentials is worth traveling there)

X's and O's

- ☐ Open the Home Team Tracker excel document, complete the “HT Budget” worksheet.
- ☐ Ask your Director or Admin to ensure paperwork is completed.



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 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*)

- ☐ 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 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/partners, 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 Supprt 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?

Prospective’s Prep Questions

Connecting With God

- ☐ Consider what you sense God is showing you as you’ve read *The God Ask*, and discuss support raising with friends and family.

Creating a Healthy Team

- ☐ Prepare to share why you want to serve the Lord with FCA. What wakes you up in the morning? What, if any *holy discontent* do you carry? Is there a dream or vision towards sports ministry?

X’s and O’s

- ☐ Complete all Bootcamp Homework – readings, tasks, preparation, practice Ask.
- ☐ Look over and ensure everything is scheduled (rides to/from home airport, flights, hotel, FCA shuttle)



3RD CHECKPOINT: POST-BOOTCAMP

“Finalize and Deploy”

- ☐ LISTEN TO THEIR PRACTICE ASK, then give feedback on their *Why, Vision, Job D, 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.
- ☐ Help them identify and secure an additional accountability partner other than you.
- ☐ 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.

Prospective’s Prep Questions

Connecting With God

- ☐ What has God been teaching you regarding his approval verses people’s approval (this will be a part of today’s discussions).

Creating a Healthy Team

- ☐ Think of a few stories from your past that could affirm FCA’s Vision and Mission to incorporate into donor *Ask*.

X’s and O’s

- ☐ Prepare to give your full *Ask* to your director at the first part of your meeting. Treat them as a potential donor that knows a lot about FCA, but still share the Vision, Mission, Methods.
- ☐ Organize your prospective donor list with the top 20 people that will give you the most grace if you don’t come across very smooth or clear the first few *Asks*? Then Organize your B list and C list.



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, Heb 4

- ☐ Coordinate a 3-way call with their accountability partner to discuss progress and needs.

3. X’s and O’s

- ☐ Discuss ways to not let off the gas. A marathon requires daily discipline and focus on the process. Heb 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.**

Prospective’s Prep Questions

Connecting With God

- ☐ Consider and prepare to share what major “Ah-Ha” moments God has brought up the past couple of weeks.

Creating a Healthy Team

- ☐ As you’re preparing for this marathon of a journey, rest and recreation are important. Consider what activities have been fun and helped you recharge in the past?
- ☐ Identify an area where you would like additional coaching. For example, how to secure more meetings or refining your Ask?
 - ☐ Where are you sensing progress?
 - ☐ Where are you getting stuck?

X’s and O’s

- ☐ Protect your time to complete your Weekly Review, Work Blocks, and Call Block to get meetings.



5TH CHECKPOINT: HALF TIME

“Refocus and Adjust”

1. 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?

2. 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.
- ☐ Ask about the quality of their partnership with their accountability partner.
- ☐ Ask: “Is there an area in support raising that is discouraging you?” Discuss a way you can encourage them.

3. 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.

4. 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?”
- ☐ Carefully 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.**

Prospective’s Prep Questions

Connecting With God

- ☐ Consider what area God is wanting you to grow.
- ☐ What are you willing to do to “stay the course”?

Creating a Healthy Team

- ☐ What area is continuing to drain your energy, courage, and hope?
- ☐ As you’ve been identifying the needs of your area and hearing from its’ people:
 - What is the biggest need?
 - Where do you see God working in your ministry area?
 - How could you meet that specific need?

X’s and O’s

- ☐ What thoughts or inputs are beginning to distract you from your weekly support raising?



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.
 - o 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: _____

Prospective's Prep Questions

Connecting With God

- ☐ Notice 5 moments of God's faithfulness in this journey, take a few moments to thank Him.
- ☐ Write out 5 surprise donors God has turned or prepared their heart to join your team.
- ☐ Where have you noticed God this last week walking alongside you?
- ☐ How would you encourage someone who is just starting out on this journey? Do you believe this for yourself?

Creating a Healthy Team

- ☐ Reflect, How are you thanking and caring for your current donors?
- ☐ Is there anyone who needs to be specifically thanked with more than a thank you note?

X's and O's

- ☐ Review your name storming list for potential donors you've avoided, forgotten, or lost contact with.



7TH CHECKPOINT: FINISH LINE

“Celebrate Their Faithfulness”

FINISH LINE

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

- ☐ Find a way to intentionally celebrate and bless them (i.e. gift, quality time, food, words of affirmation)
- ☐ 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
8					
Morning 10					
Lunch 12					
2					
Afternoon 4					

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

Prospective's Prep Questions

Connecting With God

- ☐ Reflect on the top challenges you faced. How did you trust God?

Creating a Healthy Team

- ☐ Reflect, What has been coming up for potential ministry that aligns with your why?
- ☐ Reflect, Who seems to be rallying around your vision and wanting to be involved?

X's and O's

- ☐ Complete Beyond Bootcamp Evaluation