



US-Based Project Teams

We believe that God did not intend for us to do ministry or mission work alone. GHI requires all projects to have a US team consisting of at least 3 people (2 of whom are not related to the project leader) and the project leader. The goals of the team are to discuss finances and budget, fundraising, communications, and project plans. Additionally, your team can pray, offer support, and assist you with building relationships in the US and staying connected with your US supporters.

Depending on where you are located, your main working team may be your US team or if you are based outside of the US, you may have a working team at your location and a US-based team. It's important for projects based internationally to maintain a strong relationship with US team members as they will help maintain your connections to supporters here in the US. The US Team ideally resides in the U.S.A., speaks English well and is willing to be the project's liaison to the GHI office for purposes of communications, accountability, and fundraising.

General guidelines for US teams and project leaders

Team meetings are generally held 3 times per year and email more frequently. Meetings can be in person or via video (Zoom or Skype). If you are starting a new team, you may decide to meet more frequently, possibly monthly. Together, you would get to know each other, talk about the purpose of the project, create plans for communicating with donors (newsletters, video, social media, etc.), and create fundraising plans. At each meeting, the project leader would share updates, the positive impact being made, and challenges of the ministry. You may also discuss finances and additional operating processes so that US team members can serve as a layer of accountability by approving requests for funds made by the project leader. Teams also serve as accountability partners in reviewing plans to stay on track. This is particularly helpful with communications/updates to supporters and fundraising plans.

Expectations of a project leader:

- Attend every meeting with your US team, at least 3 x per year.
- Discuss dates for team meetings through the end of the year, planning ahead and updating as needed.
- Share project updates and discuss future plans with your US team.
- Answer email promptly from your US team.
- Make a commitment to building a relationship with your US team volunteers. Get to know each other personally to establish a trusting relationship.
- Pray together.
- Assume the responsibility for fundraising.
- Ask team members what they would like to do in a supportive role.
- Ask your team to be accountability partners.
- Copy a US team member on emails to GHI requesting funds.

Expectations of a US team member:

- Attend meetings with your team, at least 3 x per year.
- Answer email promptly from your team.

- Make a commitment to building a relationship with your team. Get to know each other personally to establish a trusting relationship.
- Pray together.
- Share ideas and feedback.
- Assist with activities that you plan as a team, such as sending out meeting invitations/reminders, communications/newsletters/mailings to donors and networks (6 per year), social media, research, fundraising, and offering encouragement.
- One team member serves as treasurer or provides email approval of the project leader's request for funds from GHI by "replying all" to the project leader's request and saying, "I approve".

Example meeting agenda topics:

- Meet in the spring to discuss ministry goals and communication plans.
- Brainstorm topics for each newsletter.
- Select dates on a calendar for each communication or newsletter to be sent out.
- Discuss the process for thanking donors.
- Discuss fundraising plans.
- Meet in the fall to create/discuss a budget for the next year and discuss year-end support raising.

US team members are welcome to contact the GHI office with any questions, at info@globalhz.org or 612-294-0419. For general information about Global Horizons Inc. please visit our website, www.globalhz.org.