



US-Based Project Teams

We believe that God did not intend for us to do ministry/mission work alone. Instead, He designed each project to flourish with a community of people joined together sharing in the passion of this mission.

To support this, GHI requires every project to form a team. The team's purpose is to help guide and strengthen the work by discussing finances, budgets, fundraising, communications, and project plans. Additionally, your team can pray together, offer support, and assist with building relationships in the US and staying connected with US supporters. The team must include at least two members (not related) residing in the US and the project leader. You are welcome to expand your team to include additional local or international members.

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 members ideally reside in the U.S.A., speak English well, and are willing to be a project liaison to the GHI office for purposes of communications, accountability, and fundraising.

Each project has different needs, and you will find what works best for you.

General guidelines for US teams and project leaders

Team meetings are generally held at least 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 often, 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. Additionally, teams discuss finances and 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.

Commitments 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.

Commitments 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, editing newsletters, printing and mailing communications to donors and networks, posting on social media, researching, 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:

- Current ministry programs and challenges.
- Meet in the spring to discuss ministry goals (1-year and 5-year plans) and donor 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 and select dates for next steps.
- Meet in the fall to create/discuss a budget for the next year and discuss year-end support raising.

A note from the Global Horizons Inc. staff:

Thank you, US team members, for giving of your time and sharing your talents as part of this mission. The support that you provide takes a burden off the project leader, whether it's listening as they share about project challenges, planning out a schedule for communications, or taking an action role such as editing newsletters or mailing out Christmas cards. Your assistance, prayer, and encouragement are deeply valued and greatly appreciated.

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.