Dear Pastor,

Thank you so much for the wonderful opportunity you have given us to be with you for your special meetings, we are looking forward to coming! It is our desire to be a blessing to you and your people. As the Word of God is preached, we know He will have His will and way in the lives of people. We are praying the Lord will enlighten the minds of your church to His character and drive them toward a greater dependence on Him during our time with you. We are simply His instruments.

The following information is designed to give you freedom to build a week of meetings that will best serve your church during our time together. This is a general letter we send to churches prior to a week of meetings, so some of the information may not apply to our time with you in particular. If you need further clarity on any of the information in this letter, rest assured we will be in contact with you in the interval between now and our time together. That conversation will be most profitable if you (or assistant/secretary) have familiarized yourself with this content between now and then.

**Our Family**

My wife Stephanie and I were married in August of 2005 and have one daughter, Ella (9/23/07) and three sons: Asher (10/4/09), Liam (6/13/2011), and Jobe (9/28/2014). We have been traveling for 18 years—three years with Evangelist Steve Pettit and four and half years with Evangelist Will Galkin. We have been traveling as Coffey Ministries since September 2010.

**Our Team**

We have six team members (3 guys and 3 girls) that are traveling with us—Hudson Sanders, Mike Haynes, Josh Crane, Natalie Aynes, Rachel Stoner, and Danielle Boyle. They will be ministering in various ways throughout the week while we are with your church.

**Music**

We would be more than happy to provide some special music for each service. We will plan to have 2-3 specials ready for each service (1 offertory and 2-3 others). If you have a choir and would like to provide a special for some of the services, please feel free to do so. We typically accompany and lead the congregation during congregational singing as well.

**Service Order:**

Our team typically prepares the service order for each of the meetings during the week, and each night we’ll print order of service handouts for our team as well as for you and your staff. We have found that the most natural way to go about this is for your church to follow its usual order of service for the Sunday morning service and for our team to provide the special music and potentially the offertory, and for our team to begin setting the order of service beginning with the Sunday night service. This allows the congregation to gain familiarity with our team in a familiar service.

**Audio/Video**

We carry our own sound mixer, speakers, and microphones for consistent sound. We will plan to set up our sound system on Saturday when we arrive. We also rely heavily on projected lyrics for both congregational and special music. If your church does not have a projection system, we can provide a projector as well. If there is someone that you would like for us to connect with regarding audio/video needs, please let us know. If your church would like to livestream our services, we would be more than happy to accommodate.

**Response to Message (Invitation)**

I will plan to give the congregation an opportunity to respond to the messages that I preach throughout the week. Typically, that would just be a quiet time of prayer and reflection as they sit in their seats. One of our pianists will play the piano during the response time that I give.

**Resource Table**

We believe that edifying music and literature are a very vital part of a Christian’s life as we strive to bring glory to God. We carry our ministry recordings to make available to your people, as well as some other resources that we have found to be helpful to us. With your permission, I would like to have one 8’table set up in the foyer on which to display those resources, as well as space for a 4’ table that we will provide. One of our team members will be at the table each night after the service.

**Spiritual Preparation**

In preparation for our meetings, you may want to consider scheduling prayer meetings as a way to help the members of your church to be God dependent as they invite the lost to the services. The emphasis for these prayer meetings should be 1) on praying that God would prepare the hearts of individuals in the church (particularly focusing on asking God to prepare their own hearts for the preaching of the Word), and 2) praying for 5 people on their “Focus 5 List” that each member is targeting to bring out to the services.   
These prayer meetings could be in the form of a cottage prayer meeting, a day of fasting, around the clock praying, etc.

**Accommodations & Meals**

* **Arrival**:

We will arrive on Saturday early to mid-afternoon to get unpacked, set up our equipment, and rehearse music for the Sunday morning service. This process takes 2-3 hours.

* **Accommodations for the Coffeys**:

Lodging is not necessary for our family as we have a 43’ fifth wheel trailer that we live in. This is a great blessing, as it allows our family to be in this ministry together. It also saves your church the high cost of hotels and meals. For our trailer, we would need a water hookup and a 50-amp service. If you are unsure if your facility has the necessary electrical hookups, please have an electrician check to be sure prior to our arrival. We can also send a picture of the plug if that helps. It works best for us if the 50-amp plug service and water hookup are within 75’ of where the trailer will be parked. Please feel free to call me if you have any questions as we can make adjustments if needed.

* **Accommodations for our team members**:

Since we have 6 recent college graduates traveling with us, we would ask you to help us by lodging them for the time that we are with you. We have three single guys and three single girls. We would prefer for the three single girls to stay together, and the three single guys to stay together, if possible. If they are lodged in two locations, borrowing a church vehicle for one of the groups of team members would be incredibly helpful. Our team van is available for their commute to and from the church, but having a second vehicle available makes transportation more practical and convenient for getting to church. If the team members will be staying in multiple locations and no extra vehicle(s) can be provided, it is helpful for their lodging to be close together to facilitate easier pick-ups and drop-offs. This would obviously be helpful, but not absolutely necessary.

**Meals**:

* Concerning supper on the Saturday night of our arrival, please let us know what works best for you--whether the church provides something for the team, the team eats at their hosts’ home, or that we cover it. Any of these options are fine with us. Please just let us know so that we can plan accordingly.
* Sunday lunch is often a great time for the team and I to connect with you and your family. It is typically a great opportunity for fellowship and for discussing the details of the week. If this meal could be provided on the church property, that would best facilitate our busy schedule between Sunday services.
* Generally, the families hosting our team members provide some kind of light, grab-and-go breakfast throughout the week. Cereal, granola bars, fruit, or various types of breakfast breads are convenient for them to eat on the way out the door and to the church for the start of our 9 AM workday. Other breakfast arrangements would be welcomed as well!
* Concerning meals throughout the week, our main meal for the day is LUNCH as opposed to dinner. We would enjoy eating with you and/or any of your church folks at that time. If the church would like to provide a meal each day, that would be a great blessing to us. To help us maintain a daily routine with our family, homeschooling, and team members, we would ask that lunches could **be brought to the church** (as opposed to someone’s home or another off-site location) sometime around 12:30pm Monday-Thursday.
* Dinner arrangements for our team members typically vary from day to day. Depending on the busyness of the day, they may or may not return to their host homes before the evening services. If they are at their host home, they will often join their host family for dinner. If they are not at home before the evening service, some host families have provided a light dinner such as sandwiches, soup, or even leftovers from dinner earlier in the day for the team members to fix for themselves when they get home after the service. Other churches have provided snacks and sandwich material in the church kitchen. Any of these arrangements are wonderful!
* My wife has an auto-immune disease and is currently needing to eat gluten-free. There is no need to bring food that is “gluten-free” for her, but if any salad and/or fruit could be provided at the meal, that would be greatly appreciated. Our team is also trying to eat less sugar, so limited dessert options are helpful. Sometimes it’s hard to resist!
* We would strongly encourage the folks who provide lunch to stay and eat with us, as this is a great time for us to fellowship with some of your church members outside of the evening services.
* ***We try to take Friday as a day off and will not need any meals brought in to the church.***
* Our family will eat breakfast and supper in our trailer, but the team members will communicate with their hosts regarding meals in the homes. With lunch being the main meal of the day, breakfast and a light supper (before or after the service) will be sufficient for the team members in their hosts’ homes. They will communicate with their hosts for meal plans.

**Finances**

Most people in ministry are somewhat hesitant to write about the finances of a meeting. If any misunderstandings crop up between a pastor and an evangelist, they are normally in this area. I feel that clear communication will help us to avoid any potential problems. We travel on a travel reimbursement and love offering basis. If there is any concern with this, please give me a call.

* **Travel reimbursement** covers our trip to your church. We do our best to keep it as low as possible so that churches will not be burdened. We arrive at a total allowance of $750 as travel reimbursement to be received upon arrival by averaging the cost of travel between all of the churches we visit. This covers fuel for our family and our team to get to your church, routine maintenance, as well as food expenses on the day of travel. We ask that this not come out of the love offering but recommend that it come out of the church budget.
* **Love Offering for our Family/Ministry**—We ask that the church take up a love offering during each service. The offerings for Coffey Ministries go towards the Coffey family’s salary as well as towards ministry upkeep and expenses—insurance, instruments, equipment, maintenance, sound system, etc. Any money that exceeds what we need for our weekly expenses is saved for the purchase of a new trailer for our family.

It is helpful to explain to the congregation that our sole means of continuing in evangelism is the giving of God’s people. Many times, people think that the love offering is simply complimentary to some other means of income. This explanation would be very helpful to communicate to your people. That said, we trust God completely to meet our needs one way or another, as He always has. For tax purposes, we ask that the travel reimbursement and the love offering be written as two separate checks. You can make the checks out to Coffey Ministries.

* **Single team member’s Offering**--The church has no financial responsibility to the team members as far as their expenses are concerned. I would like to designate one of the evening offerings (Tuesday) to go to them for their support. This offering will go to pay their salary. We are, once again, trusting God to provide their needs.

**Schedules**

* **Family Schedule**--During the week, we try to maintain a fairly regular schedule. My wife, Stephanie, will spend her time carrying on the duties of wife, mom, and home school teacher. For homeschooling, we have found that things go most smoothly when my oldest three children (Ella, Asher, Liam) each have their own room to work from. If the church could have 3 rooms available for them to use, that would be very helpful! They don’t need to be nice rooms. They have done school in church foyers, nurseries and even AWANA closets.
* I try to keep the mornings free to study and to do many of my regular duties (correspondence, writing, phone-calling, etc.). At the same time, I would enjoy fellowshipping with the pastor and making myself available to him during the week. As a general rule, I do not plan anything for my family in the evenings after the services, which allows Ella, Asher, Liam, and Jobe to have a consistent bedtime.
* **Team Schedule**—Our team will arrive at the church each morning at 9 to start the day. If there is a room in the church that we could use and setup as an office or work area, that would be a great help to us. It would be helpful if it were a room that would not be used for other things during the week, if possible. This would allow us to keep our computers, printer, equipment, etc. set up throughout the week rather than taking it down each day.

**Adult Sunday School –** If it works for you, I would like to take the Sunday School hour and meet with all of the adults in the auditorium. I feel like this is a profitable introductory time where the church can hear my background and burden for the week.

**Teen Sunday School –** Again, if it works for you and your youth staff, we would like our team to connect with your teens during the Sunday School hour (introductions, team testimonies, message, etc.). This will allow them to have an immediate connection to build influence with the teens of your church. This will hopefully be a time that would encourage teens to be faithful throughout the week. Hudson Sanders leads our teen ministry and would be heading this up. Please feel free to contact him if you have more questions (Hudson Sanders—716-904-2882)

**Children’s Program**

We offer a children’s program available for children from 4 years old through 6th grade. This program is flexible, but normally begins Sunday morning and continues throughout the rest of the week during each evening service. **We find that many churches already have a regular curriculum that they want to continue for their children on a Sunday morning*.* If this is the case, then we can start on Sunday night. Please communicate ahead of time as we would gladly want to accommodate.**

Josh Crane leads the children’s program, and our entire team helps him with it each night after the music service is finished and the preaching begins. The Gospel will be shared every night, as well as helpful lessons on Christian living. Please feel free to contact him if you have any questions (Josh Crane—570-764-0924).

**Christian School Chapels -** If you have a Christian school, we would love the opportunity to preach in your high school chapel. We will do everything we can to challenge your teens to develop a passionate relationship with God. Preferably, we would like to have chapels earlier in the morning (8 or 9). This allows us to connect with the students, as well as have a good block of time to be productive with our ministry routine (school, ministry projects, preparation for events, etc.).

**Promotional Materials**

Sometimes churches prefer to create their own promotional materials, but we have flyers and posters already designed that could be a blessing to you by saving that time. In addition, we provide pictures and our ministry logo if you would like to use them in your bulletin or flyers/posters.

**Pictures—**Our website ([www.coffeyministries.org](http://www.coffeyministries.org)) has a location where you can download pictures for promotional materials. It is under the Resource tab. This allows you to have high quality pictures if needed.

**Flyers and Ministry Logo**—Our website also has a location where you can download flyers (postcard size) for the week of meetings, as well as a poster (11x17). There are also flyers and a poster for the Irish Concert, Dodgeball Tournament, and Teen Cola War available for download. We also have included our ministry logo to use in your bulletin or other materials. These are all in a zip drive which you can download to your device.

**The password for downloadable promotional materials is: *church-prep***

**You can download those materials by following this link:** [**http://www.coffeyministries.org/promo-material.html**](http://www.coffeyministries.org/promo-material.html)

**Special Outreach Events**

If you would like for your church to have some special outreach events/nights designed to provide a venue to invite guests, we have a few options that we would encourage you to consider.

* **Wild Game Dinner**—This would be an outreach event geared towards men. I would use hunting and fishing as a means to connect with them. The program would be centered around this theme, and then I would provide a simple Gospel message at the end.
* **Family Fun Night**—This would be an outreach event geared towards families. We would provide a night of minute-to-win-it type games and challenges that would involve the whole family, and then I would provide a simple Gospel message at the end.
* **Men’s Night**—This would be another outreach event geared for men. You could do a Steak Out dinner, a BBQ dinner, or something themed around a meal with a simple program. I would give a short Gospel message at the end.
* **Ladies’ Night**—This would be an outreach event geared towards ladies. A Chocolate Café tends to be an easy way to get ladies to bring out guests. There would be a short program, and Stephanie would bring a simple Gospel message.
* **Teen Cola War**—This would be an outreach event geared towards teenagers. Teens are divided into two teams: Coke and Pepsi, and they compete in games such as Tube Tug, Tug-Of-War, etc. Inviting teens to this event could be done in two different ways. First, the teens of your church could reach out to and invite their personal friends. Secondly, they could canvass and invite teenagers from the church’s surrounding community. We would not be opposed to having our team members help with canvassing a few days prior to the event as well. A Cola War can be a stand-alone event or something that we can coordinate and streamline with the evening service. We can talk more about details if this event is something that interests you.
* **Teen Dodgeball Tournament** - This is the second of our teen evangelistic outreach events. This particular event works best with 30+ teens in attendance and provides another option that might be more appealing to the teens in your area. The Dodgeball Tournament needs to have a full evening dedicated to it, as doing a tournament in conjunction with a regular service is not feasible. Teens are encouraged to invite unsaved friends and family members they know, and canvassing can also be done prior to this event. We ask each church wanting to host this event if they would be willing to offer a cash prize ($50 or $100) to the winning team as added incentive for teens to come.
* **Irish Concert**—This is a wide-ranging outreach event targeted for any guest that would like to come. We would provide a 45-minute package of Irish music, basically half traditional Irish folk tunes and the other half sacred Irish music. I would follow the concert with a short Gospel presentation. The concert is a venue that gives your people an opportunity to target their unsaved relationships and invite them to a Gospel event. This has proven to be an awesome grand finale to the week.

If you have any questions or need to reach me for any reason, please feel free to call my cell phone (864-561-1279) anytime. Additionally, Hudson Sanders is our Logistics Manager and may be contacted for further questions or clarity (716-904-2882).

Pastor, thank you once again for inviting us to your church. We are co-laborers together with you. We want to help your ministry and certainly do not want to hurt it! Please feel free to communicate with us the needs of your people and how we can best assist you during the week. We will do all we can to strengthen the work that God has established in your city. May God help us as we labor together for the cause of Christ!

For the Gospel,

Evangelist Aaron Coffey