



Module 5: Field Rep Operations & Working with Churches

Handout for Training Video

Option to raise a budget to offset ministry expenses: \$4800/year less 14% administrative fee

Donor Receipts – Actual size is 8 1/2 x 14"

August 7, 2013

Mr. Test Test
123 Mockingbird Lane
Schenectady, NY 12345


Dear Test,

Since Man in the Mirror began training leaders, more than 3,800 churches have participated in a five training. We praise God for that number! The number represents leadership leaders, and the men of their churches whose lives are being impacted in the journey of discipleship. A senior pastor, who recently attended an event in Florida, wrote:

"Never have the men of our church been so alive! The No Man Left Behind Model has not only equipped our men forward but is revolutionizing our church... I am excited about the future of our church." - GP, Florida

Your partnership with this ministry makes this continue to happen in churches across the nation, changing the lives of men. We are grateful to link arms with you in this ministry.

Until every church disciples every man,


David Delk
President

MAN IN THE MIRROR
Charitable Contribution Receipt

Check # 977032
Date: August 7, 2013
Amount: \$100.00
Regional Ministry: AL-CA

Mr. Test Test
123 Mockingbird Lane
Schenectady, NY 12345

Please keep this receipt for your tax records. We will also send you an Annual Receipt in January of the next calendar year after the date of this gift.
No goods or services were provided in exchange for this contribution.

Tear off this portion and include with your next gift.

AL-CA

My Donation:
☐ Please continue my existing donation.
☐ Please begin my donation to \$ _____ per ☐ Month ☐ Quarterly ☐ Annually.

Payment Type (FFF allows more of your investment to go towards ministry efforts):
☐ EFT (Automatic) please auto-debit from my checking account (Please voided check).
☐ Check (I will regularly mail a check and have included a check for my current donation).
☐ Credit Card: please auto-debit my donation from the credit card information below:

Debit/Credit Card Information: ☐ American Express ☐ Discover ☐ Mastercard ☐ Visa

Account Number: _____ Exp. Date: _____
Billing Zip Code: _____ Signature: _____

Man in the Mirror - 160 Wile Ave Bld. - Oakdale, NY - 13227

597813 241682

Mr. Test Test
123 Mockingbird Lane
Schenectady, NY 12345

Phone: _____
E-mail: bdell@miir.com

Donation Envelopes – Order from [Resource Center](#)

Front of Envelope

Back of Envelope

Inside Top of Envelope

Inside Bottom of Envelope

Please place
postage
Post Office will
not deliver without
proper postage

Man in the Mirror – Area Director
180 Wilshire Blvd.
Casselberry, FL 32707

Giving to your Area Director has never been so easy!
www.ManintheMirror.org/AD

Use our convenient, secure Web site to give to the work of your Area Director

- Set up special or recurring gifts
- Use your checking account or credit card (debit or credit)
- Quickly find the Area Director where you live
- See all the Area Directors in your area and across the country

For every church to disciple every man.

☐ Mr. ☐ Mr. & Mrs. ☐ Mrs. ☐ Miss

Name _____

Spouse _____

Address _____

City _____

State _____ Zip _____

Email: _____

Phone (_____) _____

☐ Monthly gift: \$ _____

☐ Special gift: \$ _____

Please List the ministry code on the
memo line of your check.



Tear off and endorse with check made payable to Man in the Mirror

Thank you for your gift.



STOP! Please make check payable to Man in the Mirror.
All gifts are income-tax deductible and are requested with the
understanding that Man in the Mirror has complete discretion
and control over the use of all donated funds.




Ministry ID and Stamp

Required for all your gifts sent by mail. Your name cannot appear anywhere on a check. You may not receive cash or checks made payable to you. Your ministry code should be stamped on your donation envelopes and on the giving form.

4114
EF-1/8/40

Pay to the
Order of Memorials Union 9/12/12 Date
fifty dollars \$ 50.00 Dollars

 **REGIONS**
Church

For M-S-W-T 4114

NAME
ADDRESS
CITY
STATE
ZIP

Donation Giving Forms – Download from Team Site or Facebook page. Prints 3-up.

Thank you for supporting my ministry as an Area Director for Man in the Mirror!

- ☐ I/We will make a donation of \$ _____ ☐ monthly ☐ special gift
- ☐ I/We want to auto-debit from my checking account via EFT monthly on the 10th / 25th (circle one)
(Please attach a voided check.)
- ☐ I/We want to make this donation by credit/debit card on the 10th / 25th (circle one).
☐ American Express ☐ Discover ☐ Visa ☐ Master Card
- Card Number: _____ Expires: ____/____/____ Billing Zip Code: _____
- ☐ I/We want to regularly mail a check and have included a check for my current donation.
(Write the name of the regional ministry on the memo line.)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ E-mail: _____
Signature _____

Man in the Mirror * 180 Wilshire Blvd * Casselberry, FL 32707 * (407) 472-2100



Man in the Mirror handles all financial gifts and provides tax-deductible receipts accordingly. Please make checks payable to **Man in the Mirror** and include this slip with your gift. Please do *not* write the Area Director's name on your check. Thank you.

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- ☐ I/We want to auto-debit from my checking account via EFT monthly on the 10th / 25th (circle one)
(Please attach a voided check.)
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(Write the name of the regional ministry on the memo line.)

Name _____
Address _____
City _____ State _____ Zip _____
Phone _____ E-mail: _____
Signature _____

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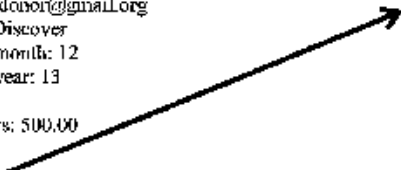
Online donations on our website for your ministry (<http://maninthemirror.org/ad>)

Online Giving – Easiest and most dependable for you! Email notification:

Online Donation Receipt

firstname: John
lastname: Donor
organization:
country: 223
address1: 180 Wilshire Blvd
address2:
city: Casselberry
state: FL
postalcode: 32937
phone: 407-472-2122
extension:
email: john.donor@gmail.org
card_type: Discover
expiration_month: 12
expiration_year: 13
cvv: 283
idonate_amt: 500.00
amount:
interval: 1
length: 1
unit: months
duration: 9999
program: MIMCMD - MIM Headquarters
submit: Submit
country_currency:
payment: authorize.net
configuration_id: 2
task: pay
itemid: 0
option: com_payments

Interval:
0 = special gift
1 = monthly recurring gift



Notification of New Gift(s) Email Report

Subject: Report of New Gifts

Here are all the new donations that have been processed into our database (not previously reported to you in this format).

Donations to FL-NPT

| Name | Date | Gift Amt | Amt to Regional Ministry |
|------|------|----------|--------------------------|
|------|------|----------|--------------------------|

| | | | |
|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Rod Graham, 1/29/2014, CC, \$50, \$43 Rddg12@gmail.com , 15831 S 33RD PL, Miami, FL 49383 | | | |
|------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

| | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| Charles Incharge, 1/29/2014, CC, \$50, \$43 Charlieincharge06@yahoo.com , 5320 S Main DR, Naples, FL, 69049-2490 | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|

| | | | |
|----------|--------|------|--|
| Totals , | \$100, | \$86 | |
|----------|--------|------|--|

No recent gifts received email

Subject: Report of New Gifts

There are currently no new donations for your regional ministry that have not yet been reported to you. We are praying for you - thanks for your work in the kingdom and for men. Please let us know if there is any way we can help!

Bi-Weekly Donor Report – Reflects monthly giving by donor and amount gifted and amount deposited in your ministry fund (gift amount less 14% admin fee)

| PID | Name | SumOct2013 | SumNov2013 | SumDec2013 | cy2013 | cy2013 reg ministry amt | SumJan2014 | SumFeb2014 | cy2014 | cy2014 reg ministry amt |
|---------|--------------------|------------|------------|------------|--------|-------------------------|------------|------------|--------|-------------------------|
| p146627 | Barney, G | 100 | 100 | 100 | 500 | 430 | | | | |
| p343915 | Claus, Santa | | | | 500 | 430 | | | | |
| p343917 | Wabbit, Peter | | | | 100 | 86 | | | | |
| p343960 | Bunny, Bugs | 50 | 50 | 50 | 350 | 301 | 50 | | 50 | 43 |
| p344297 | Super, Mann | | | | 100 | 86 | | | | |
| p344311 | Duck, Daffy | 753 | | 433 | 2571 | 2211.06 | 720 | | 720 | 619.2 |
| p344323 | Fudd, Elmer | 25 | 25 | 25 | 175 | 150.5 | 25 | | 25 | 21.5 |
| p344324 | Haustein, Bruno | | | | 100 | 86 | | | | |
| p344333 | Lincoln, Abe | | | | 100 | 86 | | | | |
| p344335 | Nixon, Mrs. D. | | | 100 | 350 | 301 | | | | |
| p344336 | Carter, Jimmy | | | | 50 | 43 | | | | |
| p344349 | Reagan, Ronald | | | | 25 | 21.5 | | | | |
| p344350 | Reagan, Nancy | | | | 250 | 215 | | | | |
| p344362 | Reagan, Ronnie Jr. | 50 | 50 | 50 | 350 | 301 | 50 | | 50 | 43 |
| p344433 | Ford, Henry XVIII | | | | 100 | 86 | | | | |
| p344450 | Ford, Gerald | | | | 75 | 64.5 | | | | |
| p344454 | Ball, Lucille | | | | 100 | 86 | | | | |
| p344548 | Skeleton, Red | 50 | 50 | 50 | 250 | 215 | | | | |
| p344615 | Cole, Nat King | | | | 200 | 172 | | | | |
| p344716 | Fairy, Tooth | 200 | | 400 | 1000 | 860 | | | | |
| p344737 | Washington, Geo | | | | 200 | 172 | | | | |
| p344755 | Madison, James | | | | 50 | 43 | | | | |
| p344838 | Roosevelt, T | | 130 | 135 | 695 | 597.7 | | | | |
| p351047 | Tyler, Mary Moore | | | | 275 | 236.5 | | | | |
| p351222 | Arnez, Desi | | | | 200 | 172 | | | | |
| p351393 | Graham, Billy | 300 | 100 | 200 | 800 | 688 | | | | |
| p351770 | Lucado, Max | 50 | 50 | 50 | 150 | 129 | 50 | | 50 | 43 |
| p351808 | Cantori, Jim | 100 | | | 100 | 86 | | | | |
| p352396 | Siskel, G | | 40 | | 40 | 34.4 | | | | |
| p352617 | Ebert, Roger | 200 | | | 400 | 344 | | | | |
| p353342 | Earp, Wyatt | | | 300 | 300 | 258 | | | | |
| | | 1878 | 595 | 1893 | 10456 | 8992.16 | 895 | 0 | 895 | 769.7 |

14% Administrative Fee – Applies if you elect to raise funds (up to \$4800 per year) for ministry expense reimbursements



- ✓ Customer service for Area Director donors
- ✓ Donation receipt letters- individual and annual
- ✓ Reoccurring EFT and Credit Card donation management
- ✓ Administrative processing
- ✓ Tax documents
- ✓ IRS compliance
- ✓ Payroll processing fees
- ✓ Accounting
- \$ Does not cover credit card, bank or PayPal fees



Ministry Expenses include, but are not limited to:

- ✓ Mileage incurred to meet with a pastor/church leader
- ✓ Mileage incurred to meet with a ministry partner or prospect
- ✓ Meals incurred while traveling for ministry work
- ✓ Office supplies for ministry work
- ✓ Travel costs for training
- ✓ Training tuition
- ✓ Ministry resources (Resource Center)

If in doubt, email HR@maninthemirror.org. All expenses are reimbursed via automated process (Concur).

Ministry Profit and Loss (P&L) Statements – Email Notification on what came in and what went out. Net balance in your ministry fund at the end of the multi-page report.

| | | | |
|-------------------------------------|--|--|----------|
| Man in the Mirror, Inc. | | | |
| INC & EXP Area Directors-Cumulative | | | |
| All Transactions | | | |
| | | | FL-AJL |
| | | | (AD's) |
| Ordinary Income/Expense | | | |
| Income | | | |
| 4240 - ALL DONATIONS | | | |
| 4200 - CONTRIBUTIONS | | | 3,801.20 |
| Total 4240 - ALL DONATIONS | | | 3,801.20 |
| 4400 - EVENT INCOME | | | |
| 4412 - Scheduling Fees | | | -250.00 |
| 4429 - Faculty Res. | | | 0.00 |
| Total 4400 - EVENT INCOME | | | -250.00 |
| 4570 - PRODUCT INC. | | | |
| 4573 - Event Resources | | | 0.00 |
| Total 4570 - PRODUCT INC. | | | 0.00 |
| 4809 - ALLOCATION INCOME | | | 0.00 |
| Total Income | | | 3,551.20 |
| Gross Profit | | | 3,551.20 |
| Expense | | | |
| 6000 - ADMINISTRATION | | | |
| 6040 - Services Rendered | | | 0.00 |
| 6110 - Postmaster | | | 69.00 |
| 6120 - Shipping | | | 0.00 |
| 6123 - Subscriptions | | | 0.00 |
| Total 6000 - ADMINISTRATION | | | 69.00 |
| 6300 - PRINTED MATERIALS | | | |
| 6302 - Posters | | | 0.00 |
| 6325 - Other Printing | | | |
| 6326 - Promotional Material | | | 0.00 |
| 6328 - Stationery | | | 0.00 |
| Total 6300 - PRINTED MATERIALS | | | 0.00 |

| | | |
|-------------------------------------|--|----------|
| 6400 - MARKETING | | |
| 6230 - Direct Mail | | |
| 6231 - Mailing Service | | 0.00 |
| 6232 - Postage | | 0.00 |
| Total 6230 - Direct Mail | | 0.00 |
| 6402 - Adv/Marketing | | 0.00 |
| 6403 - Graphics Design | | 0.00 |
| 6404 - Brochures | | 0.00 |
| 6414 - Trade Shows | | 0.00 |
| 6400 - MARKETING - Other | | 0.00 |
| Total 6400 - MARKETING | | 0.00 |
| 6450 - EVENT EXPENSE | | |
| 6465 - Event Faculty | | |
| 6476 - 1099-Per Man Royalties | | |
| 6477 - Faculty % of Res Royalty | | 0.00 |
| Total 6476 - 1099-Per Man Royalties | | 0.00 |
| Total 6465 - Event Faculty | | 0.00 |
| 6504 - Special Events | | 1,411.00 |
| 6505 - Meals | | 129.00 |
| Total 6450 - EVENT EXPENSE | | 1,540.00 |
| 6600 - PRODUCT EXPENSE | | |
| 6601 - All Resources-Inventory | | 69.50 |
| 6604 - Shipping | | 0.00 |
| 6612 - Resource Development | | 0.00 |
| Total 6600 - PRODUCT EXPENSE | | 69.50 |
| 6660 - PAYROLL EXPENSES | | |
| 6661 - Gross Wages | | 0.00 |
| Total 6660 - PAYROLL EXPENSES | | 0.00 |
| 6700 - TRAVEL EXPENSE | | |
| 6701 - Air/Hotel/Meals | | 941.09 |
| 6702 - Ground Transportation | | 43.00 |
| 6706 - Mileage Reimbursement | | 0.00 |
| 6700 - TRAVEL EXPENSE - Other | | 0.00 |
| Total 6700 - TRAVEL EXPENSE | | 984.09 |
| 6885 - Credit Card Fees | | 89.64 |
| Total 6880 - OTHER EXPENSES | | 89.64 |
| Total Expense | | 2,752.23 |
| Net Ordinary Income | | 798.97 |
| Other Income/Expense | | |
| Other Income | | |
| 4800 - OTHER INCOME | | 0.00 |
| Total Other Income | | 0.00 |
| Net Other Income | | 0.00 |
| Net Income | | 798.97 |

Net Income

Cultivating your partners

Thank you notes (can be ordered from the [Resource Center](#))

Monthly prayer letter

Can be outsourced to [Chalk Line](#)

MPD Training Option

Field Reps may elect this training option that provides strategy, methods and tactics on raising funds for your ministry. There is a tuition fee of \$999 for the week + travel.



Man in the Mirror is a member of ECFA (Evangelical Council for Financial Accountability)



[ECFA](#) is an accreditation agency dedicated to helping Christian ministries earn the public's trust through adherence to seven Standards of Responsible Stewardship. Founded in 1979, ECFA provides accreditation to leading Christian nonprofit organizations that faithfully demonstrate compliance with established standards for financial accountability, fund-raising and board governance.

Members include Christian ministries, denominations, churches, educational institutions and other tax-exempt 501(c)(3) organizations. Collectively, these organizations represent more than \$18 billion in annual revenue.

ECFA's Standards of Responsible Stewardship focus on board governance, financial transparency, integrity in fund-raising, and proper use of charity resources.

<http://maninthemirror.org/ministry-overview/proud-member-of-the-ecfa>

Communications



1. @mimfieldrep.org email

- Use for ministry business only
- Do NOT forward personal emails to this address



2. Facebook pages— closed; private and secret. Staff, Area Directors and Field Reps ONLY

- Ministry Updates and announcements
 - ✓ Files
 - ✓ Events
 - ✓ Pictures
- Prayer Requests
- AD Regional Gatherings (Jeff Kisiah, National Field Director)
- Use discretion! You are on the world-wide web. Don't alienate your followers with overly opinionated expressions on politics, religion, etc.



3. Monthly Conference Call

- 30-minutes on the first Thursday of each month (rescheduled for holidays)
- Ministry Updates and Important News
- Recorded in the event you are unable to dial in



4. FUEL – Annual Leaders Conference – a “must attend” event!

- Orlando
- Late February
- Pre-Fuel training
- Reunion Dinner
- Wives are encouraged



Training and Leadership [Webinars](#) – ongoing training



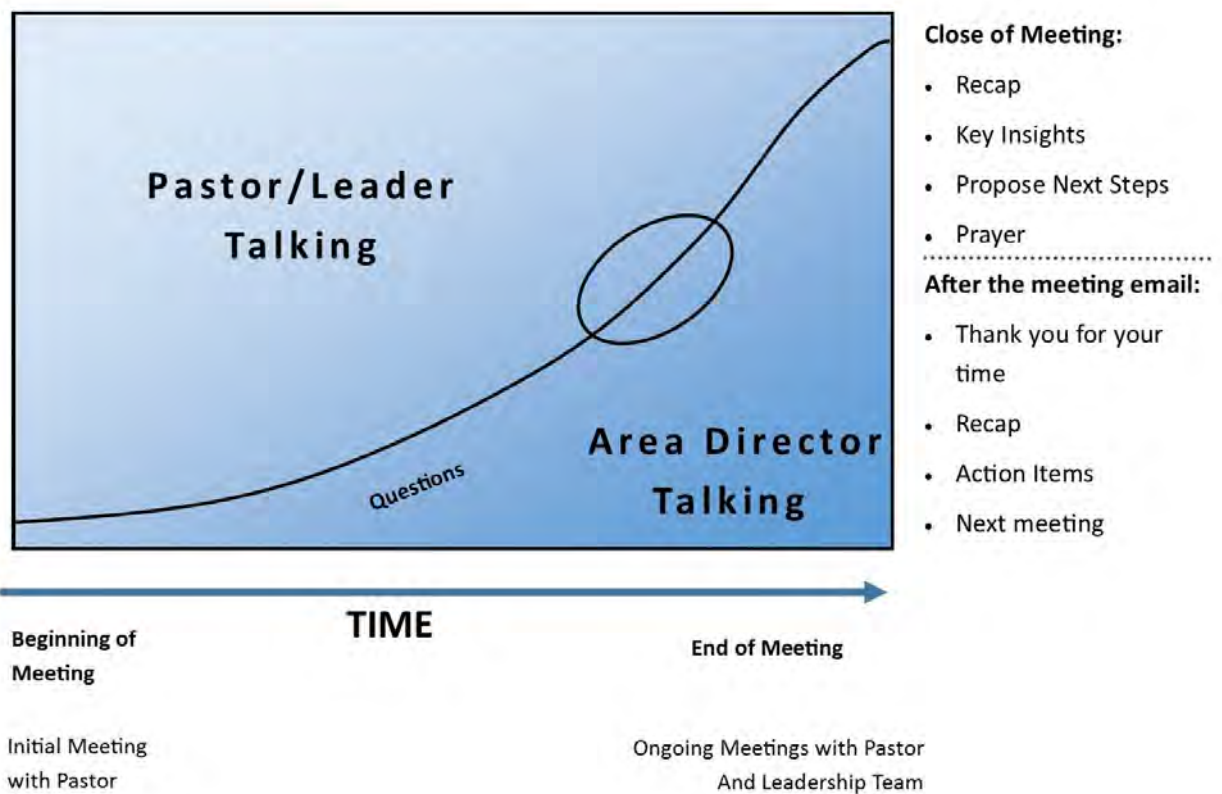
Working with Local Churches in Your Community

Review the [training video](#) on your first Leadership Team meeting

*To help churches create an atmosphere where the Holy Spirit
inspires men to engage in life-on-life discipleship*

Their agenda is your agenda!

Listening is paramount in your role as a Field Rep.



Benchmark Survey

| | |
|-------------------------------------------------------------------------|---|
| Men's Discipleship Benchmark Survey | |
| Church name: | |
| City, State: | |
| Date: | |
| Approximate # of men in our church: | |
| Percentage of men who have put their faith in Christ: | % |
| Percentage of men engaged in spiritual growth (beyond worship service): | % |
| Percentage of men involved in Christian service or ministry: | % |

Church Assessment and Profile Form (sample)

(access on the Team Site: Hired ADs Post Boot Camp Folder)

Church Name: **First Church of Main Street**

Key Contacts:

| Name | Position | Email | Phone |
|--------------|--------------------------------------|------------------------------------------------------------------------|------------------|
| Peter Wilson | Senior Pastor | pwilson@firstchurche.org | 555-555-1234 |
| John Smith | Men's Leader (lay) | jsmith@jsmith.com | 555-444-4621 |
| Jimmy James | Assoc. Pastor – over Education & Men | jimmyj@firstchurche.org | 555-555-1234 x24 |

Initial Contact Date 3/10/2012 With John Smith

Source of contact: I met John at an ISI conference October 2012, reconnected in March 2013

Church Address: 1234 Main Street

City, State, Zip: East Waylon, TN 45678

Website: www.firstchurche.org

Approximate size of church: 350 in worship/Sunday School

Denominational Affiliation: Community/Non-denominational

Level of Relationship

Minimal – *Limited interest*

Moderate – *Some interest*

Motivated – Very enthusiastic

Ministry Level

Beginner – Little or no men's discipleship

Intermediate – Somewhat effective, no sustainability

Advanced – Effective, may need all-inclusive mindset

Benchmarks

| | Year 1 | Year 2 | Year 3 | Year 4 |
|--------------------------------------------------|------------|--------|--------|--------|
| Enter Date: | 10/15/2013 | | | |
| Reported by: | John Smith | | | |
| # of men in church | 150 | | | |
| % of men professing faith in Jesus Christ | 70 | | | |
| % of men involved in spiritual growth activities | 50 | | | |
| % of men involved in service or ministry | 40 | | | |

Current Ministry to Men Information

Man in the Mirror Experience

Journey to Biblical Manhood

Books by the Box

MIM Books for Small Groups

MIM Seminar

Type/Method/Date

STM/YTI/4-5-2012

REW/FL/4-12-2013

NMLB Courseware

NMLB Essentials

NMLB Practicum

FUEL – Years? _____

Other notable men's discipleship efforts

Currently have 3 men's groups and an annual retreat that has been dwindling. Lots of stops and starts in their ministry to men.

ACTIVITY LOG

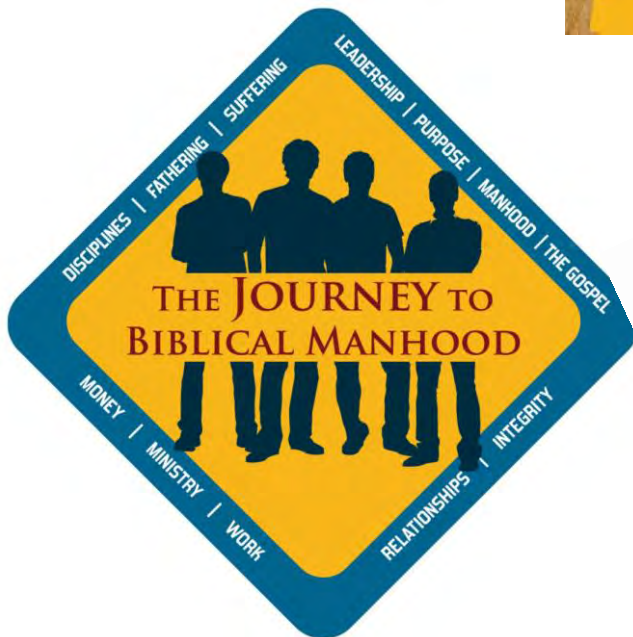
| Date | Contact with: | Notes | Next Steps |
|------------|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| 10/1/2012 | John Smith | Met over coffee to talk about men's discipleship. Did presentation for MPD. John is excited about the ministry, believes in Man in the Mirror. Read the book 10 years ago and says it had an impact on his life. Would like to get his men's pastor together with me to talk about his church. | Follow up on MPD. Set appt. with John and his men's pastor, Jimmy James by 10/5 |
| 10/4/2012 | John Smith | Phone call. Agreed to support Coalition at \$30/month. Has a call in to Jimmy James to set up lunch. | Thank you note for MPD. DONE Follow up on lunch appt. DONE |
| 10/10/2012 | John Smith, Jimmy James | Great lunch appointment with Jimmy and John. Jimmy is very interested in JBM – says he has been frustrated with "knowing what to do" for his men. Considering lots of material, but has no plan. Recommended we meet with a few leaders to discuss JBM and how we might implement it starting in January. Jimmy and John will brainstorm a few names and set something up in late October/early November | Set up meeting with leaders by 10/15 |
| | | | |
| | | | |

Man in the Mirror Tools and Resources

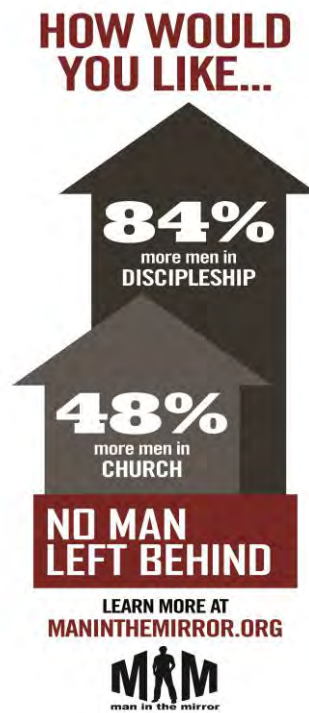
Books! by the Box



The Journey to Biblical Manhood



No Man Left Behind



Weekly Bible Study

Needs a graphic here

Equipping the Man in the Mirror (quarterly devotional)



6 month free offer!

Working with the local church

- Coordinate with the AD in your area, or Jeff Kisiah, National Field Director
- Low Hanging Fruit
- Pre-meeting research
- Denominational distinctives
- Building Trust
- Elevator Speech

Pitfalls to avoid

Obstacles

After the initial meeting.....now what?

Administrative

- Church Assessments
- Church Logistics
- Church Notes on your Interactions/next steps

Get NMLB training as often as you can!

First “big” meeting – coordinating with Man in the Mirror. Let us help you!

After completing the Module 5 test, please contact Carol Hetrick at Man in the Mirror and coordinate scheduling a video call with the Leadership Team for your commissioning!

Additional Notes: