



Module 4: Field Rep Operations & Working with Churches

Handout for Training Video

Donation Envelopes – Order from Resource Center

Front of Envelope

Please place
postage
Post Office will
not deliver without
proper postage

Back of Envelope

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.

Inside Top of Envelope

☐ Mr. ☐ Mr. & Mrs. ☐ Mrs. ☐ Miss

Name _____

Spouse _____

Address _____

City _____

State _____ Zip _____

Email: _____

Phone (_____) _____

☐ Monthly gift: \$ _____

☐ Special gift: \$ _____

Please use the ministry code on the
reverse 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.



Inside Bottom of Envelope

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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Address _____

City _____ State _____ Zip _____

Phone _____ E-mail: _____

Signature _____

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Donor Receipts – Actual size is 11 x 1

Personal note from
David Delk

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 teams, 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 3dms 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

Your Ministry ID

MAN IN THE MIRROR Charitable Contribution Receipt

Mr. Test Test
123 Mockingbird Lane
Schenectady, NY 12345

Check # 274932
Date: August 7, 2013
Amount: \$100.00
Regional Ministry: AL-CA

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 for next gift

Tear off this portion and include with your next gift.

AL-CA

My Donation:

☐ Please continue my existing donation.

☐ Please change my donation to \$_____ per ☐ Month ☐ Quarterly ☐ Annually.

Payment Type (EFT allows more of your investment to go towards ministry efforts):

☐ EFT: (After 30 days please auto-debit from my checking account) (No tax 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 W. 1st St. - Schenectady, NY - 12307

5978913 1216482

Donor envelope is enclosed

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_amount: 500.00
amount:
interval: 1
length: 1
unit: months
duration: 9999
program: MTMCMC – 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	
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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!

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.

4114
87-1840

Pay to the Order of Ministry & Mission \$ 50.00
Date 9/17/12

REGIONS
For M-S-WT

4114

NAME
DATE
INITIALS

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>

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			
6251 · Mailing Service			0.00
6252 · 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

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).

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.

Communications



1. **Facebook** page – closed; private and secret. Staff, Area Directors and Field Reps ONLY
 - a. Ministry Updates and announcements
 - i. Files
 - ii. Events
 - iii. Pictures
 - b. Prayer Requests
 - c. AD Regional Gatherings (Jeff Kisiah, National Field Director
 - d. Use discretion! You are on the world-wide web. Don't alienate your followers with overly opinionated expressions on politics, religion, etc.



2. Monthly Conference Call

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



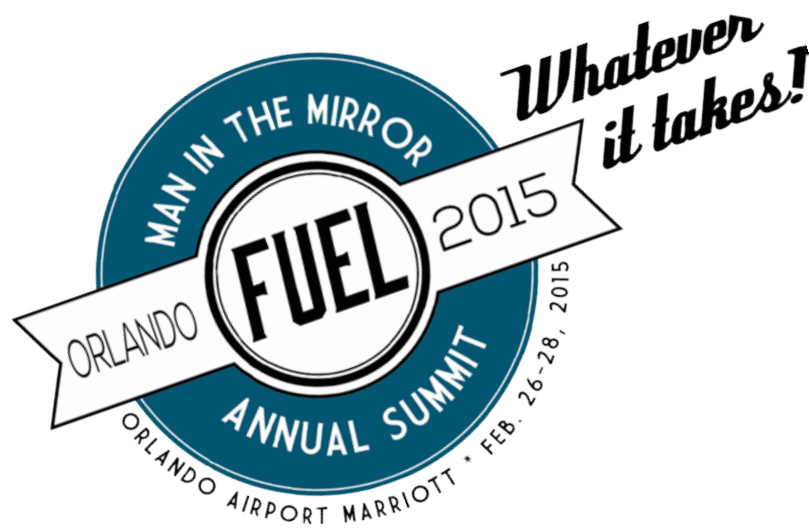
3. @mimfieldrep.org email

- a. Use for ministry only
- b. Do NOT forward personal emails to this address



4. FUEL – annual Leaders Conference

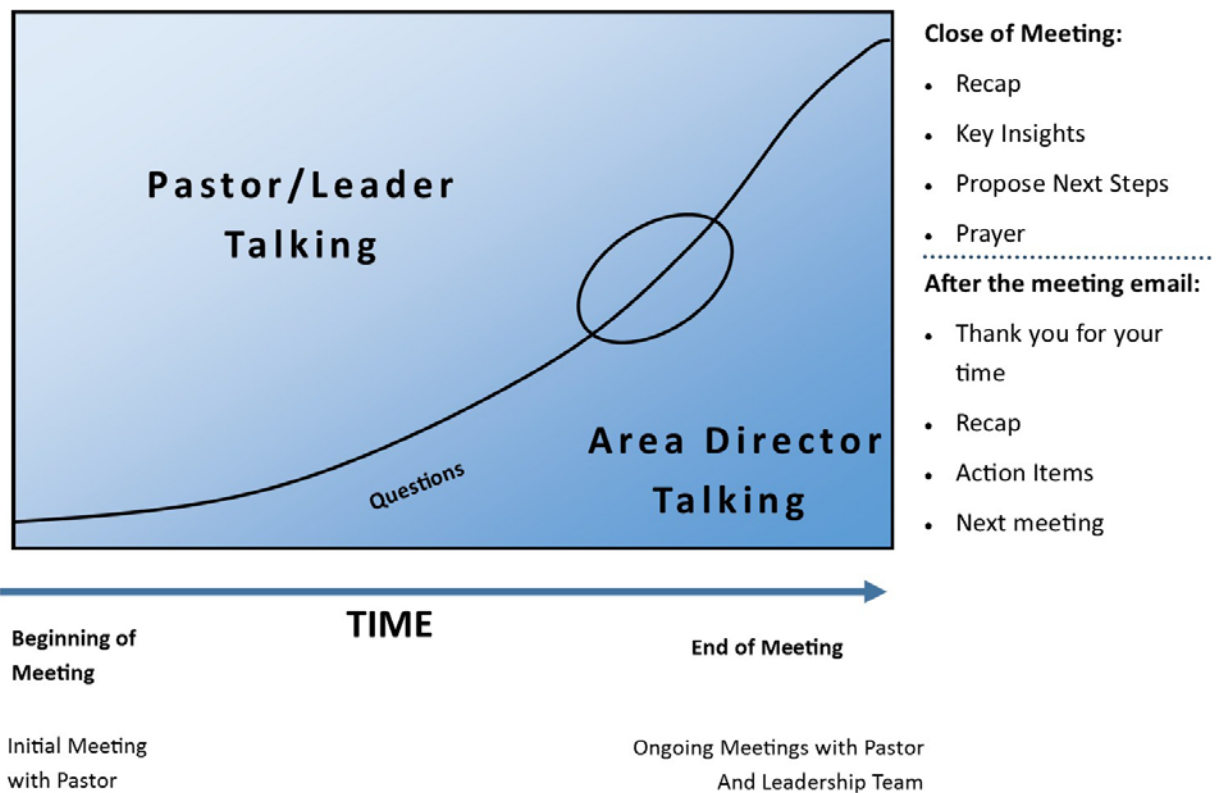
- a. Orlando
- b. Late February
- c. Pre-Fuel training
- d. Reunion Dinner
- e. Wives are encouraged



Working with Local Churches in Your Community

To help churches create an atmosphere where allies are passionate about engaging men in life-on-life discipleship

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:	_____ %

Man in the Mirror Tools and Resources

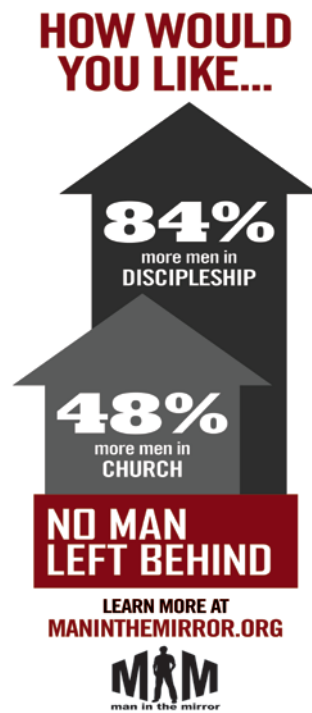
Books! by the Box



The Journey to Biblical Manhood



No Man Left Behind



Weekly Bible Study



Equipping the Man in the Mirror (quarterly devotional)



What churches will you target?

The very first meeting and its purpose

Pitfalls to avoid

Questions to ask a pastor or leadership team

First “big” meeting – coordinating with Man in the Mirror

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

Additional Notes: