**Appendix A**

**First Congregational Letter**

Date

Dear Member of \_\_\_\_\_\_\_\_\_\_ Lutheran Church,

 One of the finest Lutheran organizations in the Allegheny Synod is Camp Sequanota. Since 1947, this wonderful camp and retreat facility has provided us a “place apart” for renewal and spiritual growth.

 Congregations look to Sequanota as a resource in providing a valuable ministry to our youth and families.

 Because of the need for Sequanota to upgrade and modernize its facilities, the congregations of the Allegheny Synod, including our congregation, will conduct a Capital Campaign to help raise $1,200,000.

 During the next five weeks, you will learn more about this important effort. We pray that your commitment to ministry will encourage you to become involved and excited about the ***“Framing Faith for the Future”*** Capital Campaign.

 Yours in Christ,

 (signed by Congregation Leader

 and/or Pastor)

**Appendix B**

**Second Congregational Letter**

(See Appendix C for Phonathon letter)

Date

Dear Member of \_\_\_\_\_\_\_\_\_\_\_\_ Lutheran Church,

Which individuals in our communities and churches are facing the greatest challenges in their lives?

Most of us would say that the answer is our youth. Their lives are filled with difficult choices and many different influences. Others would respond that it is families.

Sequanota is a shining star in producing positive influences on youth and families. The counselors and leaders offer positive role models through small-group, relationship-based programs that teach campers to identify as children of God. Families have the opportunity to move out of their normal routines in order to connect with one another.

Once the ***“Framing Faith for the Future”*** Capital Campaign is successfully completed, the much-needed upgrades and improvements to their facilities will help provide even stronger ministry.

The need is critical to complete the projects over the next three years of the Campaign. That is why our congregation has accepted a goal of $ \_\_\_\_\_ toward this effort and why we are asking every member to respond generously in helping us reach the goal.

You will soon have an opportunity to join in this effort by making your commitment to the Campaign. We will be seeking your response by (name the commitment opportunity option you have chosen). Please prayerfully consider your response.

 Yours in Christ,

 (signed by Congregation Leader)

**Appendix C**

**Second Congregational Letter**

(only if you are conducting a phonathon)

Dear Member of \_\_\_\_\_\_\_\_\_\_\_\_ Lutheran Church,

Which people in our communities and churches are facing the greatest challenges in their lives?

Many folks would say that the answer is our young people. Their lives are filled with difficult choices and many different influences. Others would respond that it is families.

Sequanota is a shining star in producing positive influences on youth and families. The counselors and leaders offer positive role models through small-group, relationship-based programs that teach children to identify as children of God. Families have the opportunity to move out of their normal routines in order to connect with one another.

Once the ***“Framing Faith for the Future”*** Capital Campaignis successfully completed, the much-needed upgrades and improvements to their facilities will help provide even stronger ministry.

The need is critical to complete this important project. That is why our congregation has accepted a goal of $ \_\_\_\_\_ toward this effort and why we are asking every member to respond generously in helping us reach the goal.

Beginning on Sunday, (date), Campaign volunteers from our congregation will be phoning our members and asking each family to make its commitment to the

***“Framing Faith for the Future”*** Capital Campaign. Please consider a generous response when called. As you look at the commitment levels, you can see that a gift of only a dollar-a-day will amount to $1,080 over three years or that a gift of $10 per month will result in a $360 gift. Gifts of any amount will be gratefully received.

We are excited about our congregation's part in this special effort. Please prayerfully consider your part in this important work.

 Yours in Christ,

 (signed by Congregation Leader)

**Appendix D**

Letter to those who don’t return a pledge card on Commitment Sunday

Dear Member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_Lutheran Church,

 On Sunday, \_\_\_\_ families of our congregation participated in the ***“Framing Faith for the Future”*** Capital Campaign raising more than $\_\_\_\_ to help complete funding for much needed upgrades and improvements at Camp Sequanota.. Gifts ranged from $\_\_\_\_ to $\_\_\_\_ and averaged $\_\_\_\_\_ per family! Thank you to all who have already participated.

 When we approved participating in this campaign, we hoped that all families at \_\_\_\_\_\_\_\_ Lutheran Church would hear the story of Sequanota and make a commitment in some way.

 We have certainly heard the story and know that the upgrades and improvements at Sequanota will help them be a better resource for meaningful ministry. It will enable them to touch thousands of lives each year.

 I hope you will join me in making a commitment to this endeavor. Did you know that 40% of today’s seminarians worked on a camp staff? Did you know that a Search Institute Study found that behind the faith of parents, a week of outdoor ministry ranks as the most important event a child can experience to remain faithful through their lives?

 Please join all the families who made commitments on Sunday so that our response to this important effort will reflect the best effort of our congregation. Together, we can make a significant difference and touch many lives with the good news of Jesus Christ.

 Please fill out the enclosed Intent Form and place it in the offering plate on Sunday or return it to the church office. Gifts need to be in by (Date), or we will follow up with you by phone to learn of your intentions.

 Sincerely,

 (signed by Congregation Leader)

**Appendix K**

**Sample Thank You Letter**

Dear Members of \_\_\_\_\_\_\_\_\_\_\_\_ :

Thank you so much for your contribution to the ***“Framing Faith for the Future”*** Capital Campaign.

Your gift is an investment in Sequanota and the ministry that we will provide to our congregation and the other congregations in the Allegheny Synod for many years to come.

To date, our congregation has committed $\_\_\_\_\_ in gifts and intents to the Campaign. We hope that more members will respond in the next few weeks.

You will be receiving acknowledgement of your gift from Sequanota in the near future. You will also be sent periodic updates on the campaign progress and the improvements made possible through your generosity.

Thank you again for your partnership in this effort.

Sincerely,

(Congregation leader or pastor)

(Reminder: if the donor did not keep a copy of the intent form, enclose a copy with this letter.)