



Sending an Annual ‘Thank You’ Letter

One of the ‘Giving for Life’ elements of healthy church practice is to send an annual, personal ‘thank you’ to regular givers and clearly communicate that giving to the church enables the mission and ministry that flows from it.

Sending a personal thank you values the giver, acknowledges their contribution, and offers a great opportunity to encourage them with the impact that their giving as a group is having on their church’s mission and ministry.

Three sample thank you letter templates can be found on the following website:

<http://www.parishresources.org.uk/givingforlife/> . Please customise them to suit your own situation, and here are a few pointers to help you do this:

- A thank you letter is a thank you! No P.S. please would you review your giving and see if you can increase it.
- It’s good to include some of the ways that financial giving has enabled ministry and mission. Sometimes people feel as though their giving doesn’t make any difference, and these letters can help with that.
- Although it is a ‘thank you’ letter which acknowledges a commitment to give generously, it is written on behalf of the church family to a member of it. We need, as far as possible, to avoid “us” thanking “them”.

It’s good to do something different each year – don’t use the same template repeatedly. It can come from different people (although if it includes the amount given, it should come from someone the giver expects will know the details of their giving). It could be a short, handwritten note one year.



Blynyddol o ‘Ddiolch’

Un o elfennau pwysicaf ‘Rhoi er mwyn Byw’ o arfer da i eglwysi iach yw anfon llythyr personol o ‘ddiolch’ yn flynyddol i bob un sy’n rhoi’n gyson gan gyfathrebu’n glir bod rhoi i’r eglwys yn galluogi ei chenhadaeth a’i gweinidogaeth.

Mae anfon llythyr personol o ddiolch yn dangos i bob un o’r rhoddwyr eu bod yn cael eu gwerthfawrogi a bod eu cyfraniadau yn cael eu cydnabod, ac mae’n gynnig cyfle ardderchog i’w hannog gyda’r effaith y mae eu cyfraniadau fel grŵp yn cael ar genhadaeth a gweinidogaeth eu heglwys.

Mae tri thempled llythyr syml o ddiolch i’w gweld ar y wefan ganlynol:

<http://www.parishresources.org.uk/givingforlife/> . Cofiwch addasu nhw i’ch cyd-destun eich hun, a dyma rai pwyntiau i’w cofio:

- Llythyr diolch yw llythyr diolch! Peidiwch â rhoi ôl-nodyn: A wnewch chi ystyried cynyddu eich cyfraniad i’r eglwys, os gwelwch yn dda.
- Mae’n syniad da cynnwys y gwahanol ffyrdd mae rhoi ariannol yn galluogi gweinidogaeth a chenhadaeth yr eglwys. Ar adegau mae pobl yn meddwl nad yw eu rhoi yn gwneud gwahaniaeth, ac mae’r llythyrau hyn yn gallu helpu gyda hyn.
- Er mae llythyr diolch yw hwn i gydnabod ymrwymiad i roi yn hael, mae’n cael ei ysgrifennu ar ran teulu’r eglwys i aelod o deulu’r eglwys. Felly dylid gwneud pop ymdrech i beidio â dweud “ni” yn diolch i “nhw”.

Mae’n dda gwneud rhywbeth bach gwahanol bob blwyddyn – peidiwch â defnyddio’r un templed bob blwyddyn. Gall y llythyr cael ei anfon gan wahanol bobl (os mae’r llythyr yn cynnwys swm y rhodd, fe ddylai’r llythyr cael ei anfon gan rywun y byddai’r derbyniwr yn disgwyl iddo/i wybod eu manylion rhoi.) Gellir anfon nodyn bach byr mewn ysgrifen llaw, un flwyddyn.