

## **Step 1:**

Think through which donors would rather hear from you personally than find out this news via email/newsletter. Compile a list and call them! This is a great time to share how grateful you are for their generosity over the years. Home Office will also send out a letter thanking them for their support with instructions on how to end their giving if they wish to do so.

## **Step 2:**

Send out a final newsletter.

- Make sure to express lots of gratitude for their financial support and prayer over the years.
- Give a summary of your time at Lightbearers. What have been some highlights and lowlights in ministry?
- What are your next steps? Donors are invested in you and want to hear about your life!
- Let donors know that they can continue to give to the General Fund if they would like to. If not, explain that they can log onto their Kindful account to discontinue their giving.