



# Grace Ambassador HANDBOOK

[www.undergrace.org/2019-celebration-dinner](http://www.undergrace.org/2019-celebration-dinner)

## WHAT IS A TABLE HOST, ANYWAY?

God has included Grace Ministries for over 30 years to *help people discover how the same Gospel that gets people to heaven, can get them through today!*

**The Grace Ambassador role involves:**

- Praying for the event
- Inviting your friends
- Arrive at the hotel by 6:00 pm on the night of the dinner to pick up your table host packet and pray with our team.

\*Remember, you are not alone. You are part of a team and will be provided helpful resources and plenty of encouragement.

*Thank you for being a Grace Ambassador!*

**DINNER POINT OF CONTACT:**

Jeanne Allen  
[jeanne@undergrace.org](mailto:jeanne@undergrace.org)  
(703) 330-0977, X6

# DINNER OUTLINE

6:00pm – Table Hosts arrive

6:15-7:10pm – Guests arrive

7:15pm – 9:00pm - Dinner

Welcome / Prayer

~ Dinner ~

Ministry Update

Special Music

Featured Speaker – Tracy Levinson

Ministry Opportunity

Special Music

Closing Prayer

# GRACE AMBASSADOR CHECKLIST

## 1. *Be Sure to Register as a Table Host*

- Register yourself for the event by visiting [www.undergrace.org](http://www.undergrace.org) and clicking on the dinner logo.
- Follow the instructions provided on the registration form and be sure to click “I want to be a table host”.
- Once registered, you’ll receive 2 emails:
  - ‘*Thanks for registering*’ email
  - ‘*Table Host Instructions*’ email
- Save the ‘*Table Host Instructions*’ email. It contains the link to manage your table and the ability to send email invitations to your guests.

## 2. *Invite Your Guests*

- Pray about who to invite.
- Invite your pastor and other church leaders.
- Invite guests using your personal ‘*Manage My Guest List*’ link or with mailed invitations.
- Follow up your email/mail invitations by phone or in-person. This is very important.
- Remind guests of the April 2<sup>nd</sup> deadline to register.
- As much as possible, have guests register themselves using your invitation link.

*(To ensure being seated at your table, your guests must register using your personal invitation link.)*

### 3. *Sample phone call invitation:*

*“I’m calling to invite you to join me (us) for dinner at the Grace Ministries’ Celebration Dinner. The dinner’s theme is “Living Loved” and will be held at the Fairview Park Marriott, in Falls Church (just inside the beltway) on Friday, April 12<sup>th</sup> starting at 6:30 pm.*

*Grace Ministries’ helps people discover how much they are loved by God and how the Gospel that gets them to heaven, can set them free today. This ministry has meant a lot to me (us) and I (we) would like for you to hear more about the work it does with individuals, couples and families.*

*(or ‘Grace Ministries is important to me because... add your personal testimony.’)*

*This is a fundraising event for Grace Ministries and you will be given an opportunity to financially support the ministry, but please know that there won’t be any pressure for you to give and there is no cost for the dinner. I would simply like for you to join me (us) as my (our) guest.*

*I will send you an invitation that has a link for you to register and by using that link to register you will automatically be seated at my (our) table. I hope you’ll come.*

*\*You can register your guests online from your ‘Manage My Guest List’ link, but it is best if your guests register themselves using the link you email to them.*

### 4. *When You or Your Guests Need Help*

Jeanne Allen

(703) 330-0977 X6

[jeanne@undergrace.org](mailto:jeanne@undergrace.org)

## DINNER & MINISTRY FACTS

1. Friday, April 12<sup>th</sup>
2. Ballroom opens @ 7pm
3. Dinner is served at 7:15 pm
4. Fairview Park Marriott: 3111 Fairview Park Drive, Falls Church, VA 22042 - (703) 849-9400
5. Special overnight room rate of \$79 at Marriott is available until March 29<sup>th</sup>
6. Registration deadline for guaranteed seating is Monday, April 2<sup>nd</sup>.
7. This event is for adults only.
8. Dress is business casual.
9. Free covered parking
10. Vegetarian and Gluten Free meals are available.
11. Our speaker is Tracy Levinson, the author of the best-selling book, "Unashamed".
12. The event is scheduled to end at 9:15 pm
13. There will be an opportunity to financially support Grace Ministries at the end of the evening. No one will be pressured to give... guaranteed!

14. You invited to remain after the event for socializing with the guest speaker and the Grace Ministries' staff and board in the hotel lounge area.
15. Be prepared to describe the Ministry in one sentence:  
*"Grace Ministries' helps people discover how much they are loved by God and how the Gospel that gets them to heaven, can set them free today."*
16. Grace Ministries offers counseling, coaching, teaching, and training on a donation basis, and is a counseling resource for local churches.
17. When asked, talk about 2019 ministry goals:
  - a. Annual budget need of \$300K
  - b. \$10K - Fund the development of online content
  - c. \$15K - Develop and promote an online platform for video counseling utilizing GM staff and volunteers
18. Grace Ministries is a Christ-centered 501(c)(3) non-profit organization.

## MINISTRY SPONSORS

Ministry sponsors play an important role in the life of our ministry. They enable us to move on big initiatives, pay for the dinner and are the financial cornerstone. You can become a ministry sponsor for just \$2,000, and you will be:

- Advertised at the dinner
- Listed on the dinner hand-out
- Featured on Facebook
- Listed on our Ministry Sponsors website page

# GRACE AMBASSADOR TIPS

- Ask God for the names of people to invite
- Personal contact works best for inviting guests
  - A personal phone call or face to face invitation is always best.
  - For email invitations, send invitations from your link so they are registered at your table.
- Follow up on your invitations
- Encourage guests to register themselves
- **If you register guests** yourself using your link, find out their meal preference and their personal contact information, including their email addresses, so they will receive registration confirmations, directions and updates.
- If you have less than 10 at your table, we may add others to your table or combine tables
- You may host more than one table, so invite as many as you would like
- Keep in touch with guests registered
- Remind guests about dinner a few days prior
- Arrive early (6 pm) and be ready to greet guests
- At your table, engage your guests in introductions and conversation.
- If appropriate, share your personal Grace Ministries' story at your table.
- Model a 'giving example' at the dinner by filling out a donation envelope yourself and not engaging in conversation until everyone at your table has filled out their own envelope.
- Have fun and celebrate!



# GRACE AMBASSADOR SCHEDULE

We suggest you add these dates to your personal calendar

- Today: Ask God about who to invite
- February 19-23: Select and finalize your guest list
- February 26: Email/Mail guest invitations
- March 5-9: Follow up by phone or in person
- March 19-23: Send reminder email to register
- March 26-30: Verify guests have registered
- April 2: Registration closed for guaranteed seating. You may still register but we cannot guarantee that your guest will be able to be seated at your table
- April 8, 9: Call guests to remind/confirm
- April 12: Night of Dinner! - arrive at 6pm
- April 13: Meet and Greet with Tracy Levinson

## Prospective Guest List

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