Offering Envelope Tips

1. While any time of the year would be a good time to receive a special offering for your pastor (and staff, if applicable), here are sometimes that might fit well into your church's calendar:

   - October – National Pastor Appreciation month
   - November – Thanksgiving
   - December – Christmas gift or year-end offering
   - Winter – Lenten season
   - Or anytime of the year that works best in the church's annual calendar

2. Design an envelope so it can be mailed to the church or placed in the offering. If you are a small church, you can make a custom label and put it on small #6 envelopes. If you are going to have special envelopes printed, choose a colored envelope and consider adding one of the following verses to the lower left corner of the envelope.

   - "Make sure that you *show* your deep appreciation for those who cherish you and diligently work as ministers among you." (1 Thessalonians 5:12)
   - "One who is taught the Word must *share* all good things with the one who teaches." (Galatians 6:6)

3. Include the following information on your return envelope:

   Please mail or place in offering by [INSERT DATE]
   or give online at [INSERT WEBSITE]
   Name of Your Church
   Bless Your Pastor Offering [or Bless Your Pastor & Staff Offering]
   Address
   City, State, Zip

4. If you have online, app or digital giving, add Bless Your Pastor Offering or Bless Your Pastor & Staff Offering as a temporary category on your list of giving options.

5. At the end of the year, any offering given to the pastor and staff should be added to their annual income for tax purposes.