
20 PARENT ENCOURAGEMENT NOTE TEMPLATES

EXPLANATION AND INSTRUCTIONS

May the God who gives endurance and encouragement give you the same attitude of mind toward each other that Christ Jesus had, so that with one mind and one voice you may glorify the God and Father of our Lord Jesus Christ. ~ Romans 15:5

The second half of the New Testament is made up of letters of encouragement and instruction. As leaders, you still have the opportunity to send letters of encouragement to students. You also should take the opportunity to send notes of encouragement to parents, as well.

As key partners in your ministry, sending a personal short note of encouragement and information to a parent is a simple and easy way to show support back to your parents. You may, however, not always know what to write. Here are 20 short, ready-to-use templates for you to use. You can rewrite them by hand in a card or cut-and-paste them into an email, text, or social media message, making sure to fill in the blanks.

We hope this helps you in your ministry, while also saving you some time as well.

GENERAL ENCOURAGEMENT

1. *Dear*

I wanted to let you know how much I am enjoying having in our ministry this year. has been such a blessing to have around! He/She has brought a spirit of joy and fun to our ministry. I know so often when you get a note as a parent about your child it is about something your child has done wrong. I wanted to take the chance to write you to tell you something positive instead.

You are in my prayers today as I praise God for and for your family.

In Him

P.s. 71:17-18

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

2. *Hello*

I wanted to let you know what a great job you are doing with
They are such an amazing kid. You are doing something right!
has been so respectful and attentive during our lessons times.

He/She is always willing to help with and has gone out of
the way to..... They are an encouragement to other students as well
as an encouragement to our adult leaders. Thank you for allowing me the privilege to
be a short part of your spiritual journey as a family. I am humbled to see how God is
using our ministry in families like yours.

Blessings,

BEHAVIOR IMPROVEMENT

3. *Greetings*

I know we started off this year a little rough with

I am glad to tell you that has really had a turn
around. I am so pleased to let you know that things have so improved.

..... has and
..... recently. I have been praying for God to work in this
whole situation. It is exciting to how things have changed. I know parenting is often
tough, but your hard work is paying off, even if you do not completely see it. I have
seen the results of your love and willingness to address what was going on.

Let's please continue to keep in touch. Do not hesitate to let me know how I
can support you or if there are any other concerns.

Yours in Christ,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

4. *Dear*

Hello! I am writing you today because I am excited to tell you about the great improvement that has happened since our last conversation.

..... has had a completely different attitude and spirit. I am so happy to see the new and improved

I wanted to personally write you to update you on how things have been going. Often you only get to hear about the negative, but I wanted to write you to make sure you get to hear the positives!

Please join me in continuing to pray over all that has been going on. I am looking forward to the great things God has in store for I see such potential in him/her.

Blessings,

FAMILY ISSUES

5. *Hello*

I am so sorry to hear about I was saddened to hear about I know this is a rough time for you and your family. If there is anything that your church family can do, please do not hesitate to contact me.

We will do everything we can do to make sure you are supported during this difficult time.

I know during it is hard to understand why God allows us to go through things like this. Just continue to know God is our hope and strength, especially in a time like this.

Romans 15:13, "May the God of hope fill you with all joy and peace in believing, so that by the power of the Holy Spirit you may abound in hope."

Continuing to pray,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

6. *Greetings*

I recently found out about My heart breaks for your family during this time. I know may need someone to talk to during this time. When he/she is ready, please give me a call. I would love to be able to talk and pray as he/she processes all of this.

I know you may also need someone to talk to or pray with as well. I am available for you a parent also.

Below you will find my email, phone number and office hours. Please get in touch with me when you have time, or you are welcome to come by the office. If nothing else, I would love to be able to spend a couple minutes praying over you.

God is with you and is present. Know that He is your fortress and safe place during times like this.

Nahum 1:7, "The LORD is good, A stronghold in the day of trouble, And He knows those who take refuge in Him."

Prayerfully,

ILLNESS

7.,

I just heard you/ were in the hospital. I am sorry to hear about I would like to come by and pray with you. Please let me know when would be a good time. I know with everything going on, I do not want to come by until you/they are ready for visitors.

Please also let me know what I can bring or if there is anything you need at the hospital. Also, please let me know if there is anything our church can do to help at home.

Here is my contact information. When you get a chance, contact me so that I can come by for a visit to pray with your family.

In Him,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

8. *Hello*

I am so sorry to hear has not been feeling well. I hope feels better soon. We definitely will miss/have missed them at

Is there anything we can do for or for you as parents? I would love to stop by and see how is doing.

I will be praying for him/her. Hope they get well soon!

Sincerely,

PERSONAL MINISTRY UPDATE

9. *Howdy*

What an amazing year we have been having at God has been so good.

We had a great It was such a fun time during and

Recently, we have been teaching about It has been so great to see how God has been working in the students' hearts through this recent teaching topic.

Thank you for faithfully bringing I am glad they were able to come to If you have not, consider asking about last week's lesson on I know many of our students had some great questions and discussion based on this lesson.

If you have any question about our current teaching times, let me know. I love getting parents engaged at home in what we are teaching.

His Child,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

10. *Hello* _____ ,

Here is a quick update on what has been happening around _____ on _____. We just recently _____. We were so happy to see _____. It has been such a blessing to have _____ Our current teaching topic has been _____, based on _____.

We are looking forward to this next week's lesson on _____. I wanted to make you aware of what we have been studying, so that you can have a chance to talk to _____ about it.

As always, let _____ know he/she is welcome to invite friends. We love seeing new faces. I trust your week is going well as a family. Please let me know how I can pray for you this week.

Blessed by Him, _____

END OF MINISTRY/SCHOOL YEAR

11. *Hello* _____ ,

Wow can you believe it? We are at the end of another year!?! It seems like we were just kicking off the year. God has been done so many amazing things this year.

As I was looking back over our year, I was thinking about _____. They have grown so much this year, in every way. They have _____ and _____. It is always so fun for me as a leader to see students like _____ and how God works over the year.

I also wanted to personally thank you for your willingness to make sure he/she was here so faithfully. I know your schedule has been so crazy, and it was an effort to make sure _____ was here. I want you to know I recognize your efforts. I hope we were able to make this year memorable for _____.

I pray your family has a great summer and enjoys some time away together.

Sincerely, _____

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

12. *A warm greeting*

As we come to the end of another year, I want to make sure I sent you a note. I have so enjoyed having in our this year.

He/She has had such a great year. They are a wonderful young man/woman. It has been my pleasure to lead them this year.

You are doing a great job at home. I am sure there were moments this last year where you didn't feel like it. You should know that you are raising an outstanding young man/woman of faith. Your hard work is paying off in what I have seen coming out in their lives.

Remember Galatians 6:9, "Let us not become weary in doing good, for at the

Your brother/sister in faith,

GRADE PROMOTION / GRADUATION

13. *Dear*

I am writing you with mixed feelings today. I have both sadness and joy in my heart as I write you this note. I have so enjoyed getting to know Part of me is sad to be losing as they move on, but I am so very excited to see what God is going to do in him/her next.

Over my short time with him/her, I have seen and

It has been my honor to be able to be a part of his/her faith journey. I do not take it lightly that you allowed me to be part of 's life. I count it an honor that you as a parent/parents would trust me to partner with as another discipleship voice in his/her life.

I look forward to keeping in touch and continuing to hear about how God grows in the future.

Blessings,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

14. *A heartfelt hello*

The day has arrived! is The last year with has been so full of memories and spiritual faith markers. I have been able to see grow in and over the past

I can only imagine how proud you are of is always an exciting time. All the new exciting and to look forward to, along with all the changes.

You should be proud of They have come so far in his/her faith in such a short time. He/She has been such a witness to their friends. His/Her heart for God and others has been so refreshing to watch as he/she has matured.

Blessed to be able to serve,

SPIRITUAL DECISION

15. *Dear*

I am writing you to let you know some exciting news! made a decision for Christ, on/at I cannot tell you how thrilled I am for I am so glad to know that has made this next step in their life.

I would like to follow up with and you as their parent (s). I think it is so important that you be a part of the continued commitment that they have made. I would like to meet up with you, when it is convenient, to make sure we are following through on their decision for Christ. I have a Bible and some follow-up resources that I would like to give you for you to use at home, if you would like.

I will contact you soon to follow up with and with you.

Have a wonderful week of rejoicing!

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

16. *Hello*..... ,

I wanted to follow up with you about and a decision that they made at/during I did not want to waste too much time, in getting in contact with you about..... 's decision.

They during/at and said they would like to I/We prayed with them and we talked for a little bit about and the seriousness of making a decision like this.

I felt it was important that you be aware, so that you could talk with them more and continue the conversation at home.

I am sure you are as excited as I am about how God has been working in 's life.

As you talk with , please let me know how I can help and pray. I will plan to talk with them on As their parents I/we want to empower and equip you to follow up with your own child. I look forward to seeing how God works in 's life through all of this.

Blessed to be able to serve,

BAPTISM

17. *Greetings*..... ,

Hello, I hope you are having a wonderful week. I have some sensational news! I do not know if you talked to yet. I do not want to take away their opportunity to tell you, but I did want to let you know that they have approached me about baptism!

This is a huge step, of course, and I do not want them to rush into it. I would like to start off with having you as (a) parent(s) talk with them about it. After you have talked to him/her and feel like they are at a place where they are ready, we can talk more.

If you would like, I can provide you a family resource to go through together about baptism. I think it would be helpful to go over as a family. Once you are ready, we can sit down together or I would be more than happy to sit down one-on-one with

In His service,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

18. *Hello*,

I am so very excited about 's recent baptism. What a wonderful time of celebration and dedication in 's life. I cannot tell you how proud I am of him/her for taking this next big step in their faith journey.

I rejoice with your family and with I have continued to be so impressed by and his/her life in Christ. His/Her faith and his/her journey is evidence of the legacy of faith you are passing down.

You have a wonderful family and great young man/woman. Congratulations to and to your family during this special time!

Sincerely,

RETREAT / CAMP

19. *Hello*,

This is a quick follow up to our recent retreat/camp trip. We had a wonderful time at We enjoyed and over the Our theme for this year was and our key passage was

..... spoke over the and it was so great to see how the students responded to each teaching time. We also enjoyed special times of worship each

It was so fun for me to be able to get some extra time with outside of our normal ministry times. I so enjoyed being able to hear about and his/her other interests. It is why I love times like this, getting away with our students. It gives me time to get to know more about my students.

I hope enjoyed his/her time! I know all the students are usually pretty wiped out after Our next will be come up, so make plans already!

In His service,

20 PARENT ENCOURAGEMENT NOTE TEMPLATES

20. *Hello*..... ,

We made it back safe and sound. I think I am almost unpacked from I hope they had as much fun as I did! I always love like this last one. It is always a special time to get away and get out in nature.

I wanted to let you know about a conversation we had. and I talked a bit about..... I was able to pray with them about I encouraged them to talk to you about it when they got home. Often after a , students will forget or just don't end up talking to their parents. I wanted to write you a note so you could continue the conversation with his/her. I would be more than happy to talk with them more, but I wanted to bring you into the loop as well.

I want to continue to partner with you with God used this last to get him/her thinking about

Here is my contact information if you would like to talk to me more. I am excited to for how God worked in all of students' lives this last

Sincerely,