**You’re Not Alone Ministry**

**Business Plan**

**January 9, 2025**

1. **Executive Summary**

The “You’re Not Alone Ministry” has been started to facilitate the development and implementation of faith-based Mental Health support programs to aid in the healing process for individuals and families that suffer from this affliction. This program is for families to strengthen their understanding of the causes of mental illness and healing resources. It was started by volunteer individuals who have a family member that suffers from the scourge of mental illness. We desire to assist in the development and sharing of tools and information that suffer from the effects of mental health challenges.

We are not doctors, nurses, counselors, psychiatrists, or other medically trained individuals. No part of this program is intended to provide guidance or direction in seeking medical assistance, direction, or medications. Referrals should only be sought from an individual’s physician or other competent medical expert.

The “You’re Not Alone Ministry” is primarily focused on providing the following:

* **Information –** Understanding the stigma, causes, and results of mental illness
* **Resources –** Local medical, legal, and financial resources that are available
* **Support –** Support Groups to share in relational interaction

Note that each individual and family that suffers from the devasting impact of mental illness will need to develop their own unique goals, objectives, and action steps to prepare and implement their individual program(s).

1. **Mission Statement**

Providing **Help** and **Hope** that facilitates **Healing** for individuals and families that suffer from mental illness.

1. **Services Offered**
2. Monthly seminars with guest speakers that provide information and resources to combat the stigma and impact of mental health issues to our community.
3. Bi-monthly Support Groups that utilize faith-based workbooks and relevant recorded materials to assist and support individuals by providing an ongoing foundation of Biblical, Christ-centered help and support.
4. **Organizational Structure**
5. Commonwealth of Virginia – Corporation, see Appendix, page 1.
6. IRS Approved 501(c)(3) – see Appendix, page 2.
7. Bylaws – see Appendix, page 3.
8. Leadership Team
* Alan Umstead
* Dan Skoda
* Sylvia Tarro
* Helen Neely
* Mark Kline
* Adam Breslaw
* Fred Sabia
* Dennis Parker
* Paul Carey
1. Corporate Officers – initial appointments only, formal elections to be held in January 2025
* President – Dan Skoda
* Vice President – Rick Barrett
* Treasurer – Sylvia Tarro
* Secretary – Helen Neely
* Executive Director – Alan Umstead
1. **Operational Overview – 2024**
2. Objectives
* Establish a monthly, volunteer, Leadership Team program that meets at Fellowship Bible Church and utilizes prayer, structured meetings with an agenda and meeting minutes that discusses; potential invited qualified speakers to discuss the many aspects of mental illness, identify local organizations and resources for help and assistance, budget considerations, and other required discussions and approvals.
* Establish monthly seminars with guest speakers to normally be held the 3rd Saturday of each month with schedule adjustments for holidays.
* Establish Support Groups on a bi-monthly basis, to normally be held on the 1st and 3rd Thursday evenings, as a necessary requirement and need that would be an extension of the monthly seminars.
* Seek Commonwealth of Virginia Incorporation and Federal IRS approval as a 501(c)(3) Corporation – Non-Profit Corporation.
1. Goals Attained
* Monthly Leadership Team meetings have been held each month on the first Thursday of each month with documented agendas and meeting minutes.
* Monthly seminars have been held each month with the exception of one month that was cancelled due to inclement weather. Some topics included the following:
1. Stigma and causes of mental illness
2. It’s the most (???) time of the year
3. Anxiety & depression
4. Biblical perspective on mental illness
5. C.B.T. – Cognitive Behavior Theory
6. C.I.T. – Crises Intervention Team
7. Valley Health – Outpatient Behavioral Health
8. Overcoming addiction & bi-polar
9. Dementia Matters
10. Concern Hotline
11. Martinsburg Union Rescue Mission
12. Loneliness
13. Caregiving
14. PTSD – post traumatic stress disorder
* Bi-monthly Support Group meetings have been held for the past year with a workbook provided by Grace Alliance.
* The “You’re Not Alone Ministry” has obtained the following state and corporate approvals.
1. Commonwealth of Virginia incorporation
2. Federal EIN
3. Federal IRS approved 501(c)(3) non-profit status
4. Bylaws – see Appendix pages 1 through 15
5. **Business Plan Goals – 2025**

For the coming year, several priorities have been identified and are listed below. As the majority of these objectives are ‘donation dependent”, some of these items will be carried forward into succeeding year(s), as required.

1. **Monthly Seminars**
* Continue holding monthly seminars, typically the 3rd Saturday of each month. Invite topical mental health speakers from the community. Seminars to be held at Fellowship Bible Church with professional video recording of each seminar.
1. **Support Group Meetings**
* Continue holding bi-monthly Support Group meetings, typically the 1st and 3rd Thursday evening of each month. For 2025, utilize the workbook “Holding to Hope”. Support Group meetings to be held at Fellowship Bible Church.
1. **Website Implementation and Ongoing Development – Donation funding dependent**
* Moving forward in launching our website, assistance will be sought from a website advisor to organize and enter the initial Web page and drop-downs. After the initial launch, training will be needed for the Leadership Team so changes and revisions can be continuously updated during 2025.
1. **Professional Affiliations and Corporate Needs – Donation funding dependent**
* Pursue priorities as indicated in the following items:
1. CPA / Accounting help in developing “sound” accounting practices
2. Better Business Bureau - Wise Giving Alliance membership and oversight
3. Zoom Business Plan for remote access for Seminars
4. PayPal for website accessed donations
5. Printing Costs
6. Corporate Liability Insurance
7. **Support Group – Donation funding dependent**
* Support Group attendance will be encouraged by “considering” some of the following changes to facilitate in this effort:
1. 5:00 to 6:00 PM time for shared mealtime (meals FBO’s)
2. 6:00 to 7:00 PM utilize lesson from “Holding to Hope” Workbook
3. 7:00 to 7:30 PM break into smaller groups for group sharing and prayers
4. Donations to be sought from Restaurant’s for meal costs
5. Donations to be sought for Leadership Team individuals receiving meals
6. Volunteer(s) needed to receive individual orders and pick up for meetings
7. Leadership Team to Approve any additional costs over actual donations
8. **Seminar and Community Networking**
* Professionally record Seminars and store on YouTube or other accessible data library
* Provide Zoom access for remote individuals unable to attend in person
* Provide A/V, Power Point, and Computer Training for Leadership Team & Volunteers
* Provide notices of Seminars & Meetings to other newspapers (Barryville, Front Royal)
* Provide free “opinions” on Mental Health topics to local newspapers
* Reach other Churches and Institutions for cooperative effort to battle Mental Illness
* Participate in yearly Health Fair held at Apple Blossum Mall
* Hold at least one (1) Seminar, remotely, at another Church or Institution
1. **Individual and Corporate Donations**
* Provide Drop-Down on website for donations
* Solicit individual donations
* Solicit corporate donations
* Seek Better Business Bureau approval for the Website
* Provide for CPA accounting of Yearly Taxes, Balance Sheet, and Income Statement
* Provide on Website - Virginia Corporation, IRS approval for 501(c)(3), and Bylaws
1. **Budget Plan – 2025**
2. **Basic Funding Requirements for 2025**
* State tax filing fees (Forms 100 & 102)
* CPA review of Federal and State tax filing and record keeping compliance
* Website host fee
* Post office box rental
* Printing costs – business cards, flyers and brochures
* Basic Funding requirements – see Appendix page 16
1. **Proposed Options with Donations**
* Website development, launch, and maintenance
* CPA set-up and oversight of financial records
* Better Business Bureau – Wise Giving Alliance (Compliance)
* Zoom Business Plan
* PayPal
* Printing costs
* Corporate liability insurance
* Optional Budget items as provided by donations – see Appendix page 17
1. **Donation Goals**
* Seek individual and institutional donations for all items in 7b above.