Shenandoah District Church of the Brethren

2010 Congregational Listening and Learning Visits

PROCESS AND CHECKLIST FOR VISITORS

NAMES OF TEAM MEMBERS:_____ EMAIL:_____ PHONE:_____

_____ EMAIL:_____ PHONE:_____

PROCESS:

Visitation Teams should proceed with the following steps:

1. Identify congregations to which you have chosen and note name of pastor/contact person with address, email and telephone number.
2. Make an initial contact with each congregation, introducing yourself, explaining the reason for the visit, and discussing possible dates for a visit. These contacts may be shared by team members.
3. As soon as possible finalize the date of your visit.
4. Two weeks before the visit, make a contact with the pastor/contact person by email, phone call or letter just to confirm the date for your visit and express appreciation for the opportunity to come to their congregation. Notify the District Office of the date of your visit and reserve any audio visual equipment you may need.
5. Prior to visits, confer with your team partner regarding responsibilities and transportation arrangements for the visit, obtain the necessary number of handouts and specific directions to the church.
6. Following each visit: 1) complete the Follow Up Report Form
   2) send a thank you letter, email or make a phone call to the pastor/contact person
   3) send a copy of the Follow Up Report Form to the District Office.

CHECKLIST:

For each of your congregations, use the following checklist to mark the progress of the seven steps outlined above.

CONGREGATION	NAME OF PASTOR	PHONE #	1	2	3	4	5	6	__
1.									
2.									
3.									
4.									
5.									