

## Follow-up Co-ordinator role

Not all of these responsibilities will be relevant. The precise nature of the job will depend on what decisions are taken in the early stages about the kind of follow-up to be utilised.

- Download a copy of the Project Handbook and become thoroughly familiar with the material. Take copies of the pages that are relevant to making and accomplishing the follow-up plans.
- Work with the church leader and Project Co-ordinator to determine the best resources for cultivating the spiritual interest generated by the DVDs.
- Decide on the content of a 'seeker-friendly' church information leaflet that describes activities of interest to un-churched people.
- Determine who should be trained to lead the 'discovery group' and organise their training.
- Create a 'discovery group' leaflet.
- Take part in the pilot project and attempt to do at least one follow-up visit with one of the DVDs suggested on page 38. Evaluate its effectiveness for use with those who are interested, but unwilling to come to a discovery group.
- Discuss with the church leader and Project Co-ordinator the approach of using a 'taster' for the first discovery group session.
- Recruit more experienced church members, as necessary, to help with one-to-one follow-up.
- Work with the Project Co-ordinator and Administrator on how the contacts made through the questionnaire visits will be handled from that point on.
- Decide with the Co-ordinator and Administrator whose responsibility it will be to ensure that visitors have completed their Questionnaire visits and handed in all the paperwork.
- Determine how many 'discovery groups' are required from the responses to the questionnaire.
- Produce invitation cards describing the 'discovery group' and giving the dates and venue. Make sure these are passed on to all visitors who have made contact with prospective group members.
- Monitor the follow-up process, checking that visitors have followed through with the contacts they made.
- Assist the visitors and 'discovery group' leaders as necessary to ensure as many prospective group members as possible attend the first session.
- Encourage personal follow-up of any who showed interest in the group but did not come, or who requested other forms of contact.