

Training Session II -Taking the Questionnaire

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Materials needed:

Opinion Questionnaires	To be used to record all relevant notes during the visit.
No Ordinary Man	Luke's Gospel, plus lots more. Includes outline of Jesus' message in the back.
Discovery group leaflets	A brief introduction to the discussion group for the viewer's initial consideration.
Church information leaflets	An overview of church activities that may be of interest to not-yet-Christians.
'Sorry we missed you' A6 cards	Informs those out when you called of your proposed date and time for trying again. Gives them your phone number to call if the suggested time is inconvenient.
DVD Questionnaire Record	Your record of your follow-up visits and the viewer's response - to be completed after the visit.
Spare DVDs (1 of each)	In case anyone complains that his or her copy was faulty.

Procedure at the door:

1. *If there is no answer, post a completed 'Sorry we missed you...' card through the letterbox. Note down on a blank Questionnaire the street name, house number and date/time you indicated you would call again.*
2. *If the person with whom you left the DVD answers, re-introduce yourself, ask if they have had an opportunity to watch the DVD and if it is convenient to do the Questionnaire now.*
3. *If a different person answers, introduce yourself, explain why you have come, mentioning that you left a DVD with _____ last week. Ask if that person is available. (If not at home, ask when it might be possible for you to return to speak to them. Arrange a suitable time when you could return and make a note of it.) You may discover that the people answering the door have watched the DVD themselves and are also open to doing the Questionnaire with you.*
4. *If the right person answers, but the DVD has not been viewed, ask about an appropriate time to return, and make a note of it. Get the person's name and telephone number for a reminder call beforehand.*
5. *If the DVD has been viewed, proceed with the Questionnaire, noting the address on the top as you begin.*
6. *When completing the Questionnaire, record every response. Do not show the possible choices, but simply tick the box that fits their answer most closely. Do not get into lengthy discussion during the Questionnaire or show disapproval for any answers given.*
7. *At the end of the Questionnaire, thank them for their time. If their answer to the last question was not negative ask them if they would be interested in a way of finding out more about Jesus. If there is interest in a discovery group, circle all evenings that are possible at the bottom of the Questionnaire. Leave the discovery group leaflet and ask what time would be convenient to return with an invitation containing details of the group. Leave a church information leaflet if appropriate.*
8. *After leaving the doorstep, make a note of the person's name, if it was given, and complete the response information at the bottom of the Questionnaire. Make any additional notes on the Questionnaire. Do not write anything on the DVD Questionnaire Record at this point.*

Upon returning from your visits:

1. *Transfer details from all completed Questionnaires to your DVD Questionnaire Record. Keep that sheet until all Questionnaires have been completed. Give the Project Co-ordinator all filled-in Questionnaires.*
2. *For completed questionnaire visits, transfer relevant contact information, especially concerning interest in a discovery group, to a Contact Report. Hand in these forms with the completed Questionnaires.*
3. *Keep enough Questionnaires, magazines, discovery group leaflets, church information leaflets and Contact Reports to complete the remaining visits during the coming week/weekend. (Return the completed Questionnaires and Contact Reports to the Administrator as you finish each visit).*
4. *If you have contact interested in the discovery group, take away a copy of Making Effective Discovery Group Invitations for review.*