

A guide for conducting an  
**Every Member Parish Visitation**



Diocesan Council  
Stewardship and Financial Development Team  
Diocese of Fredericton  
November 2010



# Contents

## PLANNING

1. Why Consider doing an Every Member Visitation? . . . . .	1
2. Visitation Overview . . . . .	2
3. Every Member Visitation Announcement . . . . .	4
4. A Letter to All Members . . . . .	6
5. Agenda - Visitors' Training Day . . . . .	7

## IMPLEMENTATION

1. Contents of Visitor's Kits . . . . .	1
2. Training Information for Visitors . . . . .	2
3. Our Record of Who will Visit Whom . . . . .	3
4. Stewardship and Financial Information . . . . .	4
5. Questions for Visitors to Ask During the Visit . . . . .	7
6. Parishioner Feedback Form . . . . .	8
7. Parishioner Information Form . . . . .	10
8. Visitor's Report and Evaluation Form . . . . .	11

## FOLLOW-UP

1. Visitation Wrap-up Session . . . . .	1
2. The Most Important Things We Learned . . . . .	3
3. Follow-up for Vestry . . . . .	4

## WHY CONSIDER DOING AN EVERY MEMBER VISITATION?

- It's an excellent opportunity to gather information about your Parishioners and to provide information to them about the services and programs offered in your Parish.
- The visitation isn't only about giving and gathering information. It also fits into a bigger picture – we need to rejuvenate the Anglican Church and visitation is a good starting point.
- The most important information you will gather is related to the questions that are asked about: worship services, spiritual growth and learning opportunities, fellowship, communication and leadership.
- Use the visitation as a springboard to action and change in these five areas.
- These are the areas that we have to get right if the church is to remain relevant in people's lives and be institutionally strong.
- Parish leadership will have the opportunity to review the results of the feedback and make changes, as appropriate in those areas.

### **Who will benefit from the visitation?**

- Those visited ... they will appreciate fellow Parishioners taking the time to learn and share information about Parish life.
- They, hopefully, will feel more a part of the church and more connected. You – the church – will have reached out to them. They will know about the groups and activities. Hopefully some will feel encouraged to get more involved.
- The factual information you gather will update the parish list and be an aid in communication to your Parishioners (addresses, emails, telephone #s)
- Your visit should be a sign to them that they are a valuable member of the church family and their views are important.
- You, as a visitor, will feel good about doing these visits. You'll be doing God's work. You'll be helping to build up and strengthen the body of Christ, the church, which – when functioning well – can be so important in the daily lives of individuals and families.
- Finally, the church will benefit because your Vestry will have information on which to base decisions.

## VISITATION OVERVIEW

### 1<sup>ST</sup> PHASE - PLANNING

1. Planning phase should start 2-3 months prior to the visitation. Most effective time to conduct visitation is in the spring or fall.
2. Visitation should be completed over a 2-3 week period.
3. Visitors can be of various types – young & old, male & female, longtime & new members, introverts & extraverts, knowledgeable about our church and our congregation & wanting to learn more.
4. A letter should be sent to the congregation, signed by the Rector and Organizing Committee Chair to explain why we were doing a visitation, and what they could expect and when – a phone call, a visit, forms to fill out, etc.
5. You may want to develop a visitation prayer to be used in the weeks leading up to and during the visitation.
6. The Chair should speak in church about the visitation.
7. The date for a Visitor training session should be set early on, before the phone calls to visitors.

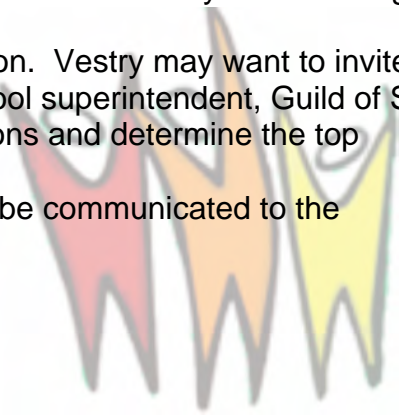
### 2<sup>ND</sup> PHASE - IMPLEMENTATION

1. Clergy and Committee members should review the parish list and remove the ones where a visit is judged to be inappropriate (nursing homes, very elderly, known to be away, etc.) Have volunteers prepare index cards with the name of each individual or family unit to be visited, their address and telephone number. The index cards are taken to the visitors training day for distribution to visitors.
2. Plan a Saturday morning or evening training session and have an agenda. Hand out Visitor Kits and review contents with visitors. Visitors should select 6-7 names. Record the names on the “Who Visits Whom Form”.
3. Visitors contact and schedule appointments with individuals or families on their list.
4. On the first Sunday of the visitation programme commission visitors with a prayer.
5. During the visits, visitors record the responses to the questionnaire & collect completed information forms from Parishioners.
6. After the completion of the visitation, a wrap-up coffee/dessert gathering should take place. All completed forms must be turned in and time be given for discussion on the information gathered.
7. The Committee should follow up to ensure that every person who was to get a visit was, indeed, visited.

### 3<sup>RD</sup> PHASE - FOLLOW-UP

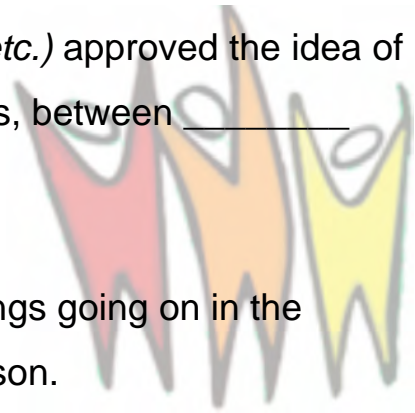
1. Organizing Committee should review completed forms
  - a. Parishioner Information Forms – should go to person responsible for updating parish list.
  - b. Special requests given to appropriate person and followed up – special visit, more info, wanted envelopes, etc
  - c. Financial information tabulated – how many willing to take envelopes for first time, increase their weekly pledge, use e-offering, consider an increase for next year, etc.
  - d. Comments provided on the Parishioner Feedback Form should be compiled for each topic - social action, communication, sense of belonging, worship, leadership, learning opportunities, and financial.

- e. A Report, with recommendations should be completed for Vestry summarizing the findings for each topic.
2. The Vestry should share the Report with the congregation. Vestry may want to invite lay leaders of various groups (ACW, choir, Sunday School superintendent, Guild of St Joseph, etc.) to a session to discuss the recommendations and determine the top priorities they will address.
3. The agreed-upon priorities and any action plans should be communicated to the various groups, committees and congregation.



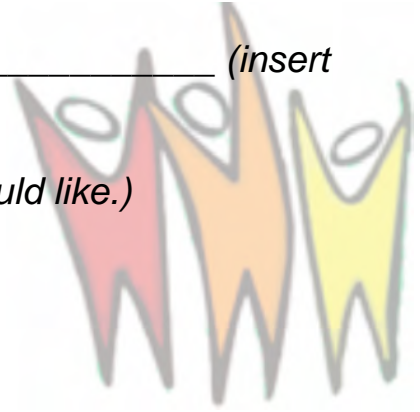
## EVERY MEMBER VISITATION ANNOUNCEMENT

- \_\_\_\_\_ (*Vestry, Stewardship Committee, etc.*) approved the idea of an every member visitation, our first in \_\_\_\_\_ years, between \_\_\_\_\_ and \_\_\_\_\_ (*insert date*).
- Why is it important that we have a visitation?
  - Spread the good news – All the positive things going on in the church – So **INFORMATION** is the first reason.
  - Second reason is to **SEEK FEEDBACK** ... from our congregation on our services, programmes and life and have this information documented via a questionnaire.
  - Third reason is to **RECONNECT** with those who are irregular in attendance and invite them to join us more regularly for worship and programs.
  - Fourth reason is about **STEWARDSHIP** – We want to make everyone aware of the need for increased support of our church in order for us to \_\_\_\_\_ (*grow, stay healthy ...*) and to be able to do God's work. We'll be talking about stewardship from three perspectives:
    1. Time and talent;
    2. Weekly giving, and
    3. Planned giving.
- With this announcement, planning will begin in earnest.
- In the near future, \_\_\_\_\_ (*insert number*) visitors will be recruited and asked to visit \_\_\_\_\_ (*insert number*) homes
- Visitors will be given information and training on \_\_\_\_\_ (*insert date(s)*) and a training kit that will contain a questionnaire for feedback, a description of parish programmes, activities and Committees, and some basic parish financial information, including information on Planned



Giving. (*Brochures on Planned Giving are available from the National Church*).

- If you would like to be a visitor please contact \_\_\_\_\_ (*insert name(s) and contact info*).
- (*Add other parish-specific information, as you would like.*)



**A LETTER TO ALL MEMBERS OF (*insert name of church or parish*)  
CONCERNING  
OUR EVERY MEMBER VISITATION – (*insert date*)**

Under a special initiative of \_\_\_\_\_, (*insert name of organizing committee*) you and your family, like all congregation members, are being invited to open your home to a Parish visitor, who will:

1. inform you about the many wonderful programmes and organizations at the Parish, and encourage your participation;
2. gather feedback on important questions related to such topics as spiritual growth and learning, worship, communication, leadership, youth and seniors, social action and fellowship;
3. provide you with information about current and future financial needs of the Parish and talk about stewardship of God's gifts to us;
4. inform you about our *Parish-specific Funds*, and encourage you to remember the Parish as you plan your will and make special financial gifts.

There is always room for improvement. We welcome your ideas and feedback as we plan for the future.

You will soon be contacted by one of our (*insert number*) volunteer visitors, with the idea of setting up a 30-45 minute appointment, at a time that is convenient for you and your family - sometime between (*insert dates*). We sincerely hope you will open your home and your heart to the visitor who calls. The information we pass on to you, and receive from you, is very important to all of us.

A special committee has been established to organize this visitation and to gather the feedback. When complete, they will look at the results and recommend a course of action to Vestry. The committee will give a report on the results of the visitation to the congregation.

If you have any questions or comments, we invite you to contact (*insert name*), visitation committee chairperson, at (*insert telephone number and/or e-mail address*).

In Christ's Service,

(*Insert Name*)  
Priest/Rector/Incumbent

(*Insert Name*)  
Committee Chairperson



**AGENDA – VISITOR TRAINING DAY**  
**(Insert date)**



- 8:30 Coffee, juice, muffins
- 8:45 Opening prayer, introductions and overview of the day
- 9:00 1<sup>st</sup> talk – Rector or Lay Leader
- 9:30 Review contents of visitor's kit
- 10:00 Break
- 10:15 Questions & Answers on visitor's kit
- 10:45 2<sup>nd</sup> talk – Rector or Lay Leader
- 11:15 Practical ideas that will help the visitation go smoothly for visitors and those being visited
- 11:45 Visitors select names (index cards will be out on tables) and complete "Who Will Visit Whom" form
- 12:15 Wrap-up comments, final questions and closing prayer

**A reminder that all visitors will be commissioned for their visits during (insert date of church service). Please plan to attend.**

## CONTENT OF VISITOR'S KITS

### Sample Documents Available to Visitation Committee from Stewardship Resource Website

1. Agenda for Training Day (1 copy)
2. Training Information Sheet for Visitors – an overview of what's expected of each visitor (1 copy)
3. Letter to Congregation (1 copy)
4. Financial and Stewardship Information Sheets (6-7 copies)
5. Parishioner Information Form – to be filled out and returned (6-7 copies)
6. Congregation Feedback Questionnaires - to be discussed, filled out and returned (6-7 copies)
7. Visitor Report & Evaluation Form (1 copy – to be completed by all visitors and returned)

### Visitation Committee may Source and/or Prepare the Following Documents

1. Congregational Information cards/sheets – factual information about each family - to be updated by visitors and returned (6-7 copies)
2. Brochure about church services, programs and organizations (6-7 copies)
3. Parish-Specific Funds Information (6-7 copies)
4. E-offering brochures (6-7 copies)
5. Alpha information sheets (6-7 copies)
6. Planned giving brochures from National Church (6-7 copies)
7. Annual Report (1 copy – a resource)

Note: If you have multiple copies of an item it is meant to be discussed and then left in the home of those visited, or completed and returned.

## Training Information for Visitors

- Generally speaking visitors enjoy their role; they are warmly welcomed and find the conversations interesting and comfortable.
- The materials in your kit are going to be a big help in making the visit go smoothly: They provide a logical order for the visit, and the forms and questions are focused and stimulate discussion.
- Phone calls to set up appointments are essential.
- Some people want to talk, provide opinions; some don't – take your cue from the people being visited.
- If they want to openly share ideas and opinions with you (and allow you to write them down)...OK if they want to make anonymous comments you may leave the forms with the questions for them to complete and discuss how the forms will be returned to the committee.
- Husbands, wives and other family members can be interviewed together.
- If you can answer a question fine, but if not, put a special note on the form or speak to the appropriate person and ask them to follow up. All questions and requests must be followed up.
- Be sure every single person you are to visit is visited or their name is given to someone else for follow-up.
- Start your visit with an explanation of the purpose of the visitation, which is to provide info and gather info; and that the information will be reviewed by Vestry for planning and decision making.
- You'll receive questions or requests for help with a special need – someone will want a visit from the Incumbent, someone will ask about a spending decision made by vestry, someone will want to talk about funeral arrangements or wedding plans and so on – be sure and write these requests clearly on the form. Ensure all requests are passed on to the appropriate people so they can take necessary action and respond back to the requestor.

**Our Record of  
Who Will Visit Whom**

Your Name \_\_\_\_\_

Your Tel. Number \_\_\_\_\_

**Names of Those You Will Visit**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_

**Our Record of  
Who Will Visit Whom**

Your Name \_\_\_\_\_

Your Tel. Number \_\_\_\_\_

**Names of Those You Will Visit**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

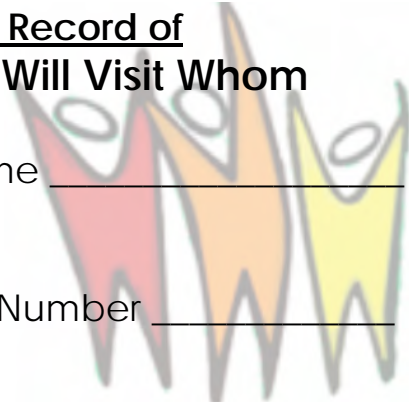
4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

7. \_\_\_\_\_

8. \_\_\_\_\_



## STEWARDSHIP & FINANCIAL INFORMATION

### God's Guidance to Us

One of the most important concepts of Christian life is that of stewardship. In both the Old and the New Testament we are encouraged to remember a basic principle: **All we are and all we have are gifts to us from God, who asks, in return, that we be good stewards of those gifts and dedicate back to Him a portion of our time & talent, and our treasure.**

Through our home visitation we want to encourage all members of our congregation to think seriously about stewardship, with particular emphasis on financial stewardship.

Bishop Salmon speaks about “money as a false God and that people need to give in order to be free of the dominion of money. About 40% of Jesus’ teachings were about money and possessions. When we don’t give then we are in danger of being possessed by money.” Bishop Salmon states that “our giving to the Church is related to God’s generosity to us”. At Synod 2009, members passed a resolution to adopt the report and recommendations of the Task Force on Budget Support, which included a recommendation that “parishes encourage parishioners to think about the generosity of God and that their generosity be expressed in more generous giving in accordance with a recent Diocesan Council resolution which affirmed the biblical tithe as the diocesan standard of Christian giving”.

Even though Jesus often spoke about money, we in the Anglican Church are sometimes hesitant to talk about it. We must allow ourselves to be more comfortable in doing so because it is increasingly important.

### **Parish Finances (sample information)**

Here are a few noteworthy financial facts:

#### **Receipts:**

- Our total annual operating budget for (insert year) is approximately \_\_\_\_ (*insert dollar amount*).
- We have \_\_\_\_ (*insert number*) individuals/families on our parish list.
- Of these, \_\_\_\_ (*insert number*) are envelope holders and \_\_\_\_ (*insert number*) are using the e-offering system.
- Over the last three years the number of identifiable givers has declined (or increased) from \_\_\_\_ to \_\_\_\_ (*insert numbers*), or \_\_\_\_ (*insert percentage*).

- Below you will see the amounts received as “identifiable giving” through envelopes and e-offering by families and individuals in \_\_\_\_\_ (*insert year*).

	<b># Families/Individuals</b>
\$0	40
\$1 - \$100	35
\$101 - \$200	15
\$201 - \$300	25
\$301 - \$500	35
\$501 - \$1,000	45
\$1,001 - \$2,000	55
\$2,001 - \$3,000	15
\$3,001 - \$4,000	15
\$4,001 +	<u>5</u>
	300



- During the past year:
  - 150** households (53%) gave less than \$500 per year which is less than \$10 per week;
  - 100** (35%) gave \$500 to \$2,000 per year which is between \$10 and \$38 per week;
  - 35** (12%) gave between \$2,001 and \$4,000+ per year which is between \$38 and \$77+ per week.
- In total last year, \_\_\_\_ (*insert percentage*) of our people contributed \_\_\_\_ (*insert percentage that might be meaningful, i.e., 60%, 70%, 80%*).
- Of our total income, \_\_\_\_ (*insert percentage*) or \$\_\_\_\_ comes from Identifiable Givers; and \_\_\_\_ (*insert percentage*) from interest income.

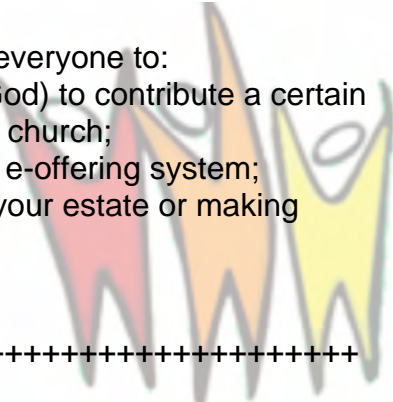
### **Disbursements**

- Regarding our expenses, in \_\_\_\_ (*insert year*):
  - \$\_\_\_\_\_ (\_\_\_%) was clergy-related;
  - \$\_\_\_\_\_ (\_\_\_%) was lay staff-related;
  - \$\_\_\_\_\_ (\_\_\_%) was property-related;
  - \$\_\_\_\_\_ (\_\_\_%) was forwarded to the diocese;
  - \$\_\_\_\_\_ (\_\_\_%) was spent on mission and outreach;
  - \$\_\_\_\_\_ (\_\_\_%) was for general/administrative spending.

We Encourage You ....

As part of this home visitation program we are encouraging everyone to:

- make or renew your pledge (known only to you and God) to contribute a certain percentage of your income to God’s work through the church;
- regularly use the weekly envelopes or the convenient e-offering system;
- think about the Parish when making decisions about your estate or making special financial gifts (Parish-specific Funds).



+++++ tear off and give to your visitor +++++

**My/Our Stewardship Pledge**

*(We would appreciate receiving the following information to help us with financial planning. Please complete and either give to your visitor now or he/she can return to pick it up later.)*

You are invited to indicate with a check mark the statement that best describes your stewardship commitment to the Church:

- In the past, I/we haven’t made an annual pledge, but I/we will, either (a) effective immediately  OR (b) in the fall for 20
- I/we have already made a pledge and intend to honor it this year.
- I/we made a pledge and will increase it for the remainder of this year.
- I/we will give serious consideration to increasing my/our pledge for this year.
- To help me/us honor my/our pledge I would like to make arrangements for automatic weekly or monthly pre-authorized debits from my bank (per the e-offering brochure).
- To help me/us honor my/our pledge I would like to receive weekly envelopes.

**Note:**

***If you would like envelopes or want to arrange for monthly/weekly pre-authorized bank debits) please provide your name and telephone number:***

---



---



---

## Questions for Visitors to Ask During the Visitation

Question	poor 1	2	good 3	4	very good 5
<b>Spiritual Growth &amp; Learning</b> 1. How are we doing in providing opportunities for spiritual growth and Christian learning? 2. How would you rate your knowledge of the Christian faith? Comments _____ _____					
<b>Social Action</b> 3. Do we, as a congregation, do a good job in reaching out to the social needs of others? Comments _____ _____					
<b>Worship</b> 4. Do you find the service(s) meaningful and uplifting? 5. How would you describe the balance of traditional and contemporary music used in our worship services? 6. How would you describe the preaching in the Parish? Comments _____ _____					
<b>Communication</b> 7. How would you classify the communication of Parish events, programmes, special occasions, groups, etc.? 8. How well are you informed of news, events and information within the Diocese? Comments _____ _____					
<b>Sense of Community</b> 9. Do you feel, as an individual and/or family, that you are part of a supportive Christian community? 10. Do you think we, as a congregation, do a good job of welcoming newcomers? Comments _____ _____					
<b>Youth and Seniors</b> 11. How would you rate the balance of emphasis on youth and the older generation in our congregational life? 12. How would you rate our reaching out to young people? 13. How would you rate our efforts to meet the pastoral and day-to-day needs of our seniors? Comments _____ _____					
<b>Leadership</b> 14. How would you rate the job being done by the Vestry and lay leaders within various committees/organizations within the church? Comments _____ _____					

**Other**

15. Do you have any other comments? (Note: they will be passed on to the appropriate group or person.)

\_\_\_\_\_

\_\_\_\_\_

16. Would you like the Rector, or someone else to speak with you or follow-up on anything? If so, please explain? \_\_\_\_\_

\_\_\_\_\_



# PARISHIONER FEEDBACK FORM



## 1. WORSHIP

Which service do you normally attend: \_\_\_\_\_

Please rate the following:

- |                      |            |            |                 |
|----------------------|------------|------------|-----------------|
| ▪ Music              | poor _____ | good _____ | very good _____ |
| ▪ Sermons            | poor _____ | good _____ | very good _____ |
| ▪ Lay Participation  | poor _____ | good _____ | very good _____ |
| ▪ Youth Involvement  | poor _____ | good _____ | very good _____ |
| ▪ Uplifting          | poor _____ | good _____ | very good _____ |
| ▪ Balance of BCP/BAS | poor _____ | good _____ | very good _____ |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 2. LEARNING OPPORTUNITIES

Does the Parish provide sufficient opportunities to grow in the Christian Faith?

Yes \_\_\_\_\_ No \_\_\_\_\_

Please rate the following based on your experience within the Church:

- |                              |            |            |                 |
|------------------------------|------------|------------|-----------------|
| ▪ Teaching/Learning Sessions | poor _____ | good _____ | very good _____ |
| ▪ Lenten Programmes          | poor _____ | good _____ | very good _____ |
| ▪ Retreats                   | poor _____ | good _____ | very good _____ |
| ▪ Bible Studies              | poor _____ | good _____ | very good _____ |
| ▪ Web-Site Resources         | poor _____ | good _____ | very good _____ |
| ▪ Parish Missions            | poor _____ | good _____ | very good _____ |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

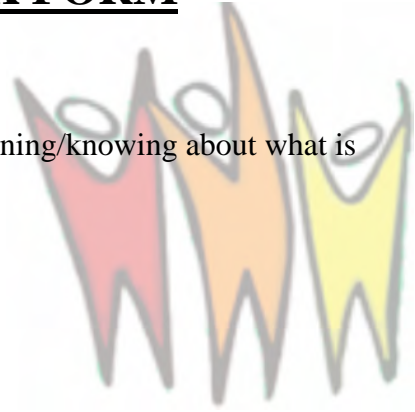
## 3. SOCIAL ACTION

Does the Parish provide enough opportunities for social ministry? Yes \_\_\_\_\_ No \_\_\_\_\_

Should we do more? Yes \_\_\_\_\_ No \_\_\_\_\_

If YES, what? \_\_\_\_\_

# PARISHIONER FEEDBACK FORM



## 4. COMMUNICATION

Please check what avenue you find the most useful in learning/knowing about what is happening at the Parish level (check only one)

- Bulletin \_\_\_\_\_
- Seasonal Letters \_\_\_\_\_
- Newsletters \_\_\_\_\_
- Web-Site \_\_\_\_\_
- Announcements during services \_\_\_\_\_
- Local Newspaper \_\_\_\_\_

## 5. SENSE OF BELONGING

Do we as a congregation make all ages and groups feel welcome? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you feel you belong? Yes \_\_\_\_\_ No \_\_\_\_\_

Are all age groups a visible part of the Parish? Yes \_\_\_\_\_ No \_\_\_\_\_

Is there a good balance of activities/services for all age groups? Yes \_\_\_\_\_ No \_\_\_\_\_

Are we a welcoming congregation to all visitors and newcomers? Yes \_\_\_\_\_ No \_\_\_\_\_

I have been attending \_\_\_\_\_ (insert name of Church) for \_\_\_\_\_ year(s).

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 6. LEADERSHIP

My knowledge of the Parish leadership is: poor \_\_\_\_\_ good \_\_\_\_\_ very good \_\_\_\_\_

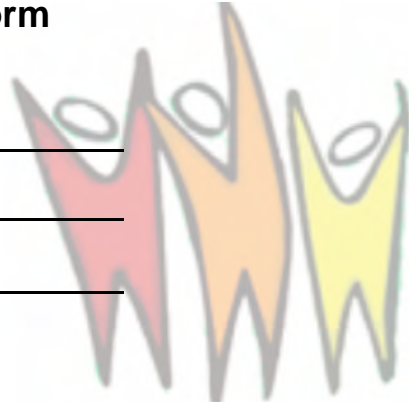
Leadership provided by the following is:

- Rector & Vestry poor \_\_\_\_\_ good \_\_\_\_\_ very good \_\_\_\_\_
- Groups & Committees poor \_\_\_\_\_ good \_\_\_\_\_ very good \_\_\_\_\_

Comments regarding Clergy & Lay Leadership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Name of Church**  
**Address, Telephone #, E-mail Address**  
**Parishioner Information Form**



Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Birth \_\_\_\_\_ Anglican \_\_\_\_\_ Other \_\_\_\_\_ Baptized \_\_\_\_\_ Confirmed \_\_\_\_\_  
(mm/dd/yyyy)

E-mail \_\_\_\_\_

Spouse's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Anglican \_\_\_\_\_ Other \_\_\_\_\_ Baptized \_\_\_\_\_ Confirmed \_\_\_\_\_  
(mm/dd/yyyy)

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Wedding Anniversary \_\_\_\_\_  
(mm/dd/yyyy)

**Children's Names (at home or away at school)**

1. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Baptized \_\_\_\_\_ Confirmed \_\_\_\_\_

2. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Baptized \_\_\_\_\_ Confirmed \_\_\_\_\_

3. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Baptized \_\_\_\_\_ Confirmed \_\_\_\_\_

4. \_\_\_\_\_ Date of Birth \_\_\_\_\_ Baptized \_\_\_\_\_ Confirmed \_\_\_\_\_

Comments, concerns or interests: \_\_\_\_\_

\_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## VISITATION WRAP-UP SESSION

This session is for the organizing committee to give thanks to the Parishioners who completed the visitation and to collect the feedback forms from those who were visited as well as receiving feedback from the visitors.

Coffee and dessert to be served as people arrive.

Opening prayer by the Rector

Thank you to visitors for coming, and \_\_\_\_\_ (those providing coffee and dessert)

Review the agenda



A few general comments directed to Visitors

- Our challenge was a big one. We've done it! Thank you!
- May be a few visits left to do; please fulfill your commitments – even if late
- Results will be of real help to the Rector and Vestry who are committed to listening and taking action; we'll have to do things differently – people will be looking to see what's changed
- It is most important that each of us treats the information we received as CONFIDENTIAL
- All feedback is valuable. Need to hear it all. Hopefully we've encouraged people to be candid, and we encourage you to be candid in your feedback.
- Tonight we will turn in four forms (Parishioner Feedback Form, Questions for Visitors to Ask, Financial (pledge form) & Visitor's Report & Evaluation Form).
- A couple of important notes:
  - on visitor's report form, important you be candid in your comments (write on back if necessary) ALL COMMENTS - KEPT CONFIDENTIAL
  - there are some extra forms on the tables
  - be sure follow-up requirements are noted clearly on your forms or speak to the Committee Chair
- What happens next? Organizing Committee to review, tally and summarize results in a written report. A brief report is given to the congregation. A more detailed report, with recommendations is prepared for Vestry. This report is scheduled for completion by \_\_\_\_\_ (*insert date*). Upon review of the report, Vestry will determine course of action and timeframe and communicate to Parishioners.

Ask for some positive feedback – What was good about the visitation process? What is going well in our congregational life together, and what things are people pleased with?

Ask for not-so-positive feedback, things that people are concerned about, the issues that were most-often mentioned, and concerns regarding the process of the visitation

- How many of you had a difficult time with a visatee, perhaps made to feel uncomfortable?
- How many were surprised at the intensity of people's not so positive feelings about certain subjects?

Ask for opinions regarding the frequency of a program of this nature.

Final Q's and A's

More Visits? – If you have more visits please complete this week. It is important that we honor our commitments.

Final thank you!

Closing prayer by the Rector

Turn in four forms – in piles on front table.



## THE MOST IMPORTANT THINGS WE LEARNED AS A RESULT OF OUR EVERY MEMBER VISITATION

The Organizing Committee reviews Parishioner Feedback Forms and answers to Visitation Questions, summarizes the results and determines who should receive the information. Information should be shared with Vestry prior to reporting to the Congregation.

The following is a list of the most important things learned from the visitation:

- 1.
- 2.
- 3.
- 4.
5. ....

## FOLLOW-UP FOR VESTRY

Words of advice to the Vestry ... demonstrate with your plans and decisions that you have taken Parishioners' feedback seriously. Rectors, lay leaders and congregations have to be prepared to do things differently in order to grow numerically, financially and spiritually. If you're not prepared to change there is not much point in visiting.

Consider organizing your planning and decision making under these 8 headings:

- How to make SUNDAY WORSHIP more inviting, more meaningful and more uplifting;
- How to help individuals GROW SPIRITUALLY AND LEARN MORE about their faith;
- How to reach outside the church through SOCIAL ACTION & OUTREACH projects;
- How to build a stronger & more supportive CHRISTIAN COMMUNITY here in this Parish;
- How to make our faith and our church RELEVANT in people's daily lives – not just Sunday;
- How to better COMMUNICATE with our people;
- How to put church PROPERTIES in the right perspective;
- How to improve our FINANCES.

And, when it comes time to set priorities, you should choose no more than 3-4 major areas and do them well. The result of the changes will demonstrate the effectiveness of doing an every member visitation.