



## CONTACT TEAM TRAINING & CALL ASSIGNMENT WORKSHEET

The Contact Team members will be asked to make three calls to their assigned households. The first series of calls (Information/Prayer Call) will be for the purpose of providing instructions for the receipt of an Information Packet by each household and the solicitation of prayer intentions/requests. The second series of calls (Parish-Wide Event Call) will be to encourage people to attend the Commitment Weekend/ Parish-Wide Event and to take confirmations for the Parish-Wide Event, if needed. The third series of calls (Celebration Weekend Call) will be to remind each household to return its commitment card and to thank those who have already turned in cards.

Each Contact Team member will be calling his or her assigned households at these three times during the campaign. Because there will be a period of time between each series of calls, reminder cards will need to be mailed before the second and third calls.

The preparation of materials for the Contact Training and Assignment Meeting will make the reminder process easier for you to accomplish. At the Contact Training, each person will be asked to self-address two envelopes and place a copy of their assignment list and the contact instruction for call #2 and #3 in (each) appropriate envelope. They will turn in those envelopes, unsealed, for you to use for the reminder mailings.

### Call Assignments:

- ☐ Secure or print a copy of the parish membership.\*

**Note:** *Some parishes have “regular attendees” who will be included in mailings. Speak to the pastor about who should be included.*

- ☐ There are two ways to divide the list depending on how certain you are that Contact Team members are enlisted. In either case, cross-off the names of Contact Team members prior to the division of the lists.

**Method One:** *When you have a complete list of Contact Team members and you are certain that every Contact Team member will make calls:*

- Divide the lists equally among the Contact Team members. (You may simply cut and staple pages or parts of pages to create the assignment lists). Make three copies of each list for the 3 calls.
- Wait as long as you can before dividing the list. Some Team Assistants will not turn in enlistment forms until the last minute. For this reason, many Campaign Administrators choose to follow Method Two:

**Method Two:** *When you do NOT have a complete list of Contact Team members, or you are uncertain that everyone recruited will make calls:*

- Divide the lists equally with 15 households on each page. (You may simply cut and staple pages or parts of pages to create the assignment lists.). Make three copies of each list, one for each of the 3 calls. Keep masters for your use.

- ☐ Regardless of the method used, Number each page (or set of pages).



## CONTACT TEAM TRAINING/ASSIGNMENT PACKETS

Prepare        packets for Contact Team members. Use a manila envelope for each member's materials.

- ☐ Each packet should include:
  - **1** - Attendance Form
  - **1** - Nametag
  - **3** - Copies of one page of the Calling Assignments—write the corresponding page number on the packet
  - **2** - #10 Envelopes
  - **1 for every 2 households assigned** - Copies of Focus on Prayer Form
  - **1** - Copy of *Steps to Successful Information Distribution Calls* (Form CT-4)
  - **1** - Copy of *Steps to Successful Parish-Wide Event Calls* (Form CT-5)
  - **1** - Copy of *Parish-Wide Event Response Sheet* (Form CT-6)
  - **1** - Copy of *Steps to Successful Celebration Weekend Calls* (Form CT-7)
  - **1** – Campaign Timeline

These materials should be ready for distribution at the Contact Team Training on

**Note:** *The Contact Team training sheets are copied on light green paper and are included in the Campaign Administrator's materials. Copy the Attendance Forms for these meetings on light green, also.*