

How to Get Started

To get your teachers organized and involved in making home visits, we recommend having a Sunday school staff meeting to go over the materials together.

Before the Meeting

- Listen to the HFA presentation on the CD.
- Review all forms and documents on the CD. Each teacher needs a copy of "A Home Visit Checklist," "Student Emergency Information," "Ideas for First Home Visit," "Home Visit Tips and Activities," and "Visit Evaluation Form." Print these forms/ documents. Make as many copies as needed.

At the Meeting

- Share your burden for reaching the students' families or show the presentation on the CD.
- Announce the time frame of the pilot program—two quarters (fall and winter).
- Cover the three areas of contacts per quarter: (1) letter, (2) phone call, and (3) home visit.
- Decide who is to write the letters. It is recommended that the first letter comes from the pastor or Sunday school director. (A sample letter is given on the CD. Edit and personalize it to fit your church and the family.) The teacher can follow up with a letter or card the next quarter.
- Set up a schedule for making home visits and follow-up phone calls, dividing the families with several children among the teachers so a family is only visited once a quarter.
- Give the teachers the needed documents or a copy of the CD. (Extra CD's may be ordered



from Word Aflame Publications, (314) 837-7300 or you have permission to make extra copies for local church distribution only.)

- Go over the "Check List for Home Visits," and "Home Visit Tips and Activities."
- Be open and honest about the time required. Teachers are busy with a life outside Sunday school. Anything that requires more time is going to cause groans. Try to schedule visits so that a teacher will contact only two to five families a quarter. Once teachers see that the program is do-able, they will be excited about becoming involved.
- Go over the evaluation form (provided on the CD).

After the Meeting

- Encourage and reward those who get involved. A call or card from you can be the motivation that keeps a teacher going.
- At the end of each quarter, ask the teachers to turn in their visit evaluation forms. Compile the facts and fill out the Church Director's Quarterly Evaluation form. Submit this form, along with copies of the teachers' evaluation forms to Word Aflame Publications, via e-mail wap@upci.org or mail to:

HFA
Word Aflame Publications
8855 Dunn Road
Hazelwood, MO 63042

If you have any questions about this program, feel free to e-mail or call Word Aflame Publications, (314) 837-7300.