

## Introduction

The Parish Funding Programme comprises a number of steps, all of which need to be completed effectively for its potential to be met.

Your contact role is vital to the programme's success. This briefing aims to ensure that you are clear about your roles and responsibilities.

Thank you for volunteering for this important task.

## The Role

Your principal role comprises

- (a) to encourage people to attend the PFP event and
- (b) to encourage completion of commitment forms afterwards.

Most invitations should be issued through personal contact. During the last few days before the event, you are asked to follow up those who have not yet responded, by making personal contact, probably by telephone

## The "Collection" Contact

The clear objective is to encourage collection of as many complete Confidential Response Forms as possible from your list of contacts. You are not asked to persuade but to ensure that those who have the intention to do so complete the task.

In following this objective, you should also be ready

- ◆ to provide assistance to complete the forms: if requested, to do so
- ◆ to thank those who attended the event—hoping that they found it informative and worthwhile
- ◆ to thank those completing their commitment forms for their (continuing) financial commitment to our church
- ◆ to hear about other issues and feedback . . . within reason!

## Planning the "Collection" Contact

Before making your contact, take a little time

- ◆ to plan a time when you can expect to find people in and receptive
- ◆ to plan a time when you can give your commitment to the task and to the people you will speak to
- ◆ to pray for each person you will contact, for yourself and that your conversations will be fruitful
- ◆ to familiarise yourself with the presentation and the commitment form
- ◆ to be clear about your own personal response

### **Making the "Collection" Call**

- ◆ pray as you dial the number
- ◆ introduce yourself and your purpose succinctly
- ◆ offer assistance with the requirements of the form
- ◆ be willing to collect it (make a date to do so)
- ◆ advise that the response will be offered at the *Gift Service*
- ◆ thank for the response
- ◆ assure of confidentiality
- ◆ carry spare response forms

### **Don't**

- ◆ enter into a debate about response levels
- ◆ make judgements!

### **After the Contact**

Record all outcomes as follows

- ◆ Response form promised
- ◆ Completion declined
- ◆ Completion deferred—follow-up
- ◆ Other response (specify)
- ◆ Other feedback

### **Don't Forget**

- ◆ Your fellow collectors are praying for you.
- ◆ You are contacting people who are expecting you and who are sympathetic.
- ◆ You are engaged in the mission of our church.



**PARISH FUNDING  
PROGRAMME**