

# Worksheet 3: Preparation & Follow-up Checklists

<b>Name:</b>	<b>Telephone:</b>
<b>Address:</b>	
<b>Gift Counselor:</b>	

## Preparation Checklist

Go through this checklist before each appointment to be sure that you have remembered everything.

- Counselee asked to bring completed *Change Compass* and *Three-Color Gift Test*
- Current Ministry Descriptions on hand
- Blank Ministry Description forms on hand
- Current overview of available ministries on hand
- Software database up-to-date
- Counseling Appointment Discussion Outline prepared
- Prepared for session in prayer

## Follow-up Checklist

After each counseling appointment go through this checklist. Your counseling session with this person is only complete when you have checked off the final item.

- Appointment notes completed
- Contact person informed
- Contact and gift information for the database passed on to Ministry Coordinator
  
- Follow-up contact on:                      Current status:
- Further follow-up necessary?              Date:
  
- Follow-up contact on:                      Current status:
- Further follow-up necessary?              Date:
  
- Follow-up contact on:                      Current status:
- Further follow-up necessary?              Date:
  
- Follow-up contact on:                      Current status:
- Further follow-up necessary?              Date:
  
- Successfully involved in ministry