

Worksheet 3: Preparation & Follow-up Checklists

Name:	Telephone:
Address:	
Gift Counselor:	

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:

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- Successfully involved in ministry