Inreach Coordinators: Congrats on your congregation’s decision to be part of Powerful Together: Conversations for Change in fall of 2021! Congregations across the collaborative will engage in over 1000 conversations between Sept-November. As you can imagine, this will only work if congregations follow a similar process from start to finish. Whenever possible, we hope you will attend scheduled trainings and use the resources provided to streamline the work. We also encourage you to be creative and consider what your own congregation wants to learn through this period of intentional listening.

We are providing the following resources:

- **The process overview**
- **This planner**, which guides you through decisions and deadlines. *Please fill this out in communication with your organizer and clergy and come to them with any questions!*
- **Organizers** to connect with when you need additional support
- **Sample bulletin and newsletter communications, sample letters to visitees and visitors**
- **Trainings and instruction videos**
- **Debrief guide**
Phase 1: Committing and coordinating

___ RSVP to our organizer by July 15 (Elizabeth, Drew, Justin or Emily): email the name of your congregation, name of at least two coordinators with contact info, and a goal for how many one-to-one conversations your congregation will do.

___ Assemble our inreach coordinator team. Read the “job description” below. What size of a team might your congregation need to coordinate? If you have a Beacon Leadership Team, how will they support the inreach process? Are there more specific roles you want to ask people to do? Customize to your congregation’s needs.

Coordinator job description: Coordinators should be people who can organize details, communicate well and bring the necessary voices in to make decisions efficiently. They don’t have to have experience with one-to-ones or organizing, but they do need to be willing to try! They will be in touch with the clergy or staff of their congregation along the way so this is lifted up to the whole congregation; they’ll assemble and confirm some lists (visitors and visitees) and check in with the visitors to make sure the process goes smoothly. Estimated volunteer time is 8-10 hours a month July-Nov. In the fall some of that time would be their own one-to-ones as time allows.

Our coordinators (names).

___ Attend coordinator orientation. First opportunity for coordinator orientation is July 12. Register here: https://www.beaconinterfaith.org/event/powerful-together-071221/ If you cannot attend, make arrangements with your organizer to view the recording and meet to get prepared.

___ What are the dates our congregation will do our conversations? Choose as many weeks as you like between Sept 1-Nov 10. Consider how much time it will take for your one-to-one visitors to complete their assigned conversation. Coordinate with your congregation’s calendar.
What is our goal for conversations?
Considering the size of your congregation, how many one-to-ones could represent a meaningful segment of members? If visitors do 10 conversations apiece, how many visitors would be needed?
(Example: If Unity and Love Church has 300 active members, a third of those would be 100. That could include many voices, and would take 10 visitors. The Team knows they can find that many good listeners to volunteer in that role. In fact, they realize if they can find 5 more, and partner with the youth group, they could do 150 conversations! They stretch to reach that goal).

Determine sectors of the congregation to invite as visitees. List groups here such as young parents, college students, seniors, new members etc, beyond those already taking action with your team. Might you adjust the goal above after considering these groups?

Who are the staff at our congregation who will help us assemble lists of these groups and reach out to them? When do they need to hear from us to have enough time?

Would we like to request a list from Beacon as well? Your organizer can provide a list of recent donors from your congregation or people who have attended Rent is Due actions. Please request this by Aug 10.
Phase 2: Preparing the congregation

___ How and when will we communicate to the whole congregation that we are part of Beacon’s inreach? Where can they sign up to be a visitee? Include bulletin/newsletter dates and deadlines here.

___ What dates do we anticipate clergy will incorporate messages into service? Do they need anything from us in advance?

___ Who are we reaching out to as one-to-one visitors? This is one of the most important roles for the coordinators in July-Aug, to make these asks and ensure they register for trainings Aug 10 or Aug 14. You may personalize the visitor letter/script provided.

**One-to-one visitor job description:** Visitors are good listeners, willing to ask questions and let people tell their stories, and prompt them to share more if they are willing. They need to follow through, both with the visitee and with reporting back some key data in a timely manner for each conversation. Visitors have one-to-one conversations with congregation members. We encourage visitors to do 10 conversations between the dates the congregation chooses (must be completed by Nov 10). After each one-to-one they will enter some data into a form on our website. Including the time to set up the conversation and input notes, each conversation will take around 90 minutes. If they do ten conversations that’s 15 hours, plus a 2 hour training Aug 10 or 14 and 2 debrief meetings in November. That totals 20 hours over 4 months. This is doable!

___ Provide lists of visitees to visitors, and communicate instructions for scheduling. What system for sign-up and scheduling of conversations will work best for our congregation? It can be simplest to provide lists of 15-20 people per visitor hoping they will be able to confirm visits with at least 10 and schedule them based on their availability. Apps like doodle poll or sign up genius could also be helpful.
Phase 3: The Inreach! Our dates __________

___ When conversations are underway, what is our plan for checking in on visitors? What support might we need from Beacon staff? Coordinators are also invited to a September check in with Beacon staff.

___ Continued communications? Videos, social media, newsletter etc can keep inreach participation high! Where can people see that they are approaching the goal?

___ Connecting our congregation members to Beacon on social media. How are we encouraging people to be part of our movement for housing justice by seeing the latest stories, photos, and calls-to-action on Beacon’s social media?

Facebook: @beaconinterfaith | www.facebook.com/beaconinterfaith
Instagram: @believeinhome | www.instagram.com/believeinhome
Twitter: @believeinhome | www.twitter.com/believeinhome
Phase 4: Evaluating, celebrating, and telling the story

___ Debrief with visitors, using provided guide. Invite our organizer. Discover what we learned! **Our date for a debrief _____**

___ How and when would we like to celebrate and report back key learnings with our own congregation? (For example, sermons, adult education, newsletter.) Include clergy. How will we thank the visitors and visitees who gave their time?

___ Collaborative-wide debrief on **Nov 10**. Communicate to all our coordinators and visitors. (More info coming soon)

___ Invite whole congregation to a **Dec. rally – we’re Powerful Together!!** How can we maximize participation among visitees?