

THANK-YOU

Thank you for your outstanding participation in this Spring's Time & Talent effort. It has been a smashing success – the festival, the prayer week, the commitment by our parishioners. The responses have been overwhelming! Thank you for your support through all of this! Now the next part, the most critical piece of the effort depends on YOU!!!! Our parishioners have come forward, expressing interest in your ministry(ies). It's important that we help to place them in your ministry, and not blow this one-time opportunity. If we do blow it, our parishioners won't give us a next time. We're counting on you!!!

FOLLOW-UP

All information from this year's Time & Talent Commitment Forms has been entered into the parish database (PDS) under the Talents/Ministries screens. A new feature for this information is the ability to assign "Status" and "Starting/Ending Dates" for each ministry entered. This status information is important. It allows us to maintain complete ministry involvement by members, without having to delete the information when they move on to other ministries. It also allows us to structure a follow-up process that addresses the different type of commitment being made (Actively Involved vs. Interested) and track where we are in the follow-up process.

What does all this mean for you?

We have already begun the follow-up process. Letters have been sent to each parish member who submitted a Time & Talent Commitment Form during our latest effort. That letter from Fr. Charlie included the following:

Our parish's next step is to have a (short) orientation for each ministry. Enclosed is a list of the contact person(s) for our parish ministries. I have asked the contact(s) for each area of ministry you responded to be in touch with you very soon. At that time, you will receive an opportunity description, details on training within the ministry and further information to help you discern your calling to ministry. It is our goal to contact all members who have expressed a desire to share their stewardship of time and talent. If you have not been contacted by June 6, or you have any further questions, please feel free to call the ministry contact or Marcey Meehan, Steward for Time & Talent, at 407.831.1212 x268.

A complete listing of each of the Talents/Ministries has been generated. Each Talent/Ministry list is broken down by status. We are asking that each area of ministry to follow-up with the members on their specific listings. Recommended action steps follow:

- Step 1: Review lists and the enclosed materials
- Step 2: Decide who will be contacting the people on the list and what method will be used (phoning, letters, personal visits, etc.).
- Step 3: Review "11 Pointers" & "Issues & Messages". Make sure the Time & Talent Opportunity Description is prepared and available, if possible. Know what the training/orientation plan is and when it will take place.
- Step 4: Contact the person. If you send letters, please forward a copy to Marcey Meehan in the Parish Office. If you want to send personalized letters, contact Marcey to assist you.
- Step 5: Provide any additional follow-up, interviewing, training, mentoring as needed.
- Step 6: As soon as possible – no later than June 15, please forward updated status of involvement to Marcey Meehan (This would include any missing names).

Additional information/tools are included for your use. If you have any questions, please contact Marcey Meehan in the Parish Office, 407.831.1212 x268.

FOLLOW-UP RECOMMENDATIONS

STATUS	WHAT TO DO:
(blank)	<ul style="list-style-type: none"> Determine if the member is actively involved or not. You may know this just by reviewing the list. Please forward updated status to Marcey Meehan. She will update the database to reflect actual status. Follow-up based on the actual status.
Actively Involved	Contact the member, thank them, and confirm that they want to continue their involvement.
Chairperson	This should reflect the Chairperson, Co-Chairperson, or Contact for the ministry area.
Interested	<ul style="list-style-type: none"> Setup an Orientation. Include the Time & Talent Opportunity Description and any training details. Contact the member regarding the orientation. We recommend a general "Letter of Call" (sample attached) – for a more detailed Letter of Call, please see Marcey. Please forward updated status to Marcey Meehan. She will update the database to reflect actual status. At this point, the status should be changed to "Sent Letter", pending actual placement in ministry. Please notify Marcey when letters have been sent and/or calls have been placed. If a letter is sent, please forward a copy to Marcey Meehan.
No Longer Involved	<ul style="list-style-type: none"> If this is a new "change" – Call or send letter to the member thanking them for sharing their time & talent in ministry. Notify Marcey Meehan when this has been completed.
Sent Letter	<ul style="list-style-type: none"> Follow-up letter has been sent Monitor follow-up and ministry Placement. Please forward updated status to Marcey Meehan. She will update the database to reflect actual status. At this point, the status should be changed to either "Actively Involved" or "Negative Response" – depending on the member's decision.
Reply/Thank You	Send reply/thank you letter. Currently being used by Time & Talent office to track overall responses to the Time & Talent effort.
Negative Response	Member is not interested in the specific ministry, and no action is needed.