

☐ Identify a Point Person and Enroll

How can your church's already existing structure help to facilitate CarePortal?

- Small Groups
- Foster/ Adopt Ministry
- Men's and/or Women's Ministry
- Outreach Ministry
- Benevolence
- Other

Who will be the Point Person?

Staff led and/or Volunteer Led
One Person or Several

The Point Person will enroll your church at: www.reachinghighertc.com/careportal

☐ Complete Orientation

The Point Person(s) will view a collection of training videos on their own time (45 min. total)

The Point Person(s) will attend a 1.5 hour orientation in person or via Zoom that covers:

- Why "Why, What, and How" of CarePortal
- What the request and response process looks like
- Brainstorm how to mobilize church individuals to meet needs and make connections
- FAQs

☐ Engage your Congregation

How do we engage the congregation to make them aware and to allow them to start receiving requests? Here are some ideas:

- Pastor gives a vision casting sermon
- Show CarePortal video during announcements
- Include in weekly communication/ social media
- Meet one-on-one with small groups
- Host informational meeting

How do we share CarePortal requests to the people that have "opted in" to the list?

Here are some ideas:

- *Recommended:* Build response team(s) in the CarePortal system for automatic emails to go out to church responders
- Forward emails that come to the Point Person to interested individuals
- Create a newsletter of requests
- Contact individuals directly that can help meet a need
- Post on social media

Raise up responders to step into additional leadership roles within CarePortal

([learn about these roles here](#))