1. **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
   - Other

   **Who will be the Point Person?** (Review Role Description)
   Staff Led and/or Volunteer Led
   One Person or Several

   The Point Person should enroll your church at careportal.org.

2. **Complete Orientation**
   The Point Person(s) will attend orientation in person or via webinar that covers:
   - The “Why, What and How” of CarePortal
   - What a request process looks like
   - Brainstorming your church’s plan to mobilize individuals to participate
   - FAQs

3. **Submit your CarePortal plan**
   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 that incorporates the CarePortal video and explains a sign-up process.
   - Show CarePortal video and provide a sign-up process.
   - Meet one-by-one with small groups.
   - Send an e-mail to the congregation with the video link and option to sign up.
   - Host an informational meeting.

   How do we share CarePortal requests to the people that have “opted in” to the list?
   Here are some ideas:
   - Use the Church member list in the CarePortal system
   - Forward the emails that come and let individuals respond directly.
   - Create a newsletter of requests and have individuals reply to the Point Person if they can help.
   - Call/contact directly those the Point Person thinks can help with a specific need.
   - Other creative methods of communication

   How do we financially support the CarePortal ministry?
   - Take up a special offering for the congregation to contribute towards CarePortal participation.
   - Give out of an existing budget.
   - Invite vested individuals in the congregation to fund your church’s participation.