

## 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](https://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.