Church Communication & Help-Access Checklist

Preparing to Share an Invitation for Help

Use this checklist before sharing an announcement, resource, or invitation to seek support. Its purpose is to confirm that your contact person, contact information, and support arrangements are ready before people respond.

1. Confirm Your Care Contact

□ A designated care contact has been identified.
□ A backup contact has been identified.
□ The care contact has reviewed the First Conversation Response Guide.
□ The care contact understands the church's privacy and safeguarding procedures.
□ Pastoral oversight has been established.
□ The care contact has been approved to receive inquiries.

Primary contact:
Backup contact:
Pastoral oversight contact:

2. Confirm Contact Information

□ The correct name is listed on all materials.
□ The correct phone number is listed.
□ The correct email address is listed.
□ The correct website link or QR code is listed.
□ The contact method is appropriate for private inquiries.
□ The contact person is able to respond within the stated timeframe.

Contact name:
Phone:
Email:
Website or QR code:

3. Confirm Available Support

□ The support described is currently available.
□ The care contact knows what support can be offered.
□ Referral resources have been reviewed and confirmed.
□ The care contact knows when to involve pastoral leadership.
□ The care contact knows how to respond to an urgent concern.
□ Follow-up will be offered only with the person's permission.

Support options to be shared:

4. Review Communication Materials

□ The announcement uses compassionate, non-shaming language.
□ The invitation does not pressure anyone to share their story.
□ The materials make clear that help is available.
□ The materials explain how to request a private conversation.
□ The materials do not promise absolute confidentiality.
□ The materials direct people to the appropriate contact or resource.
□ A leader has reviewed and approved the final wording.

Materials to be shared:

5. Choose How Help Will Be Made Visible

□ Confidential-help cards will be available in a discreet location.
□ A resource-table sign will be displayed, if appropriate.
□ A website description will be posted.
□ A bulletin announcement will be shared.
□ A presentation slide will be used.
□ A pastor or ministry leader will make a brief announcement.
□ Other:

Location or placement:

Date materials will be shared:

6. Final Approval

Reviewed by:
Approved by:
Date approved:
Date for review or update:

Do not share an invitation to seek help until the contact person, support options, and referral arrangements are ready.