



## **EXPLANATION OF CONTACT RECORD**

The Contact Record is an excellent way of keeping track of the ministry you're doing throughout the year in the Leadership Training Curriculum. The following is a "walk through" of what each box means and how to fill out the sheet:

Name, address, phone number, and E-mail address. The more information you have about the person, the better your chances of keeping in contact with them.

Date contacted. Write down the date you first met with the person.

Contact Later. Write a date to get back with them if they were busy.

Shared Four Laws. Write the date you shared the "Four Spiritual Laws" (or similar Gospel presentation).

Response to Gospel. Write "RC" (received Christ), "ND" (no decision), or AC (already Christian. If you're unsure, put a question mark and try to clarify issues in subsequent meetings.

Taken to church. Write the date you took them to church (or if they are already going to another church, write the date you discussed the importance of being actively involved in a church where Christ is honored and His Word is preached).

Follow-up # 1, Follow-up # 2, and the rest of the small boxes. Write the date that these were completed.

Large white space. It is important to write any personal information about the person such as occupation, major in school, perhaps what they look like, issues that came up in any of your meetings, or anything else you would find helpful.