

## *Explanation of Steps 6-9*

6. If possible, supply all volunteers with the guidebook. Your church will probably want to start out with 10 to 20 HEARTS TOUCHING HEARTS guidebooks. Your church may need to charge the volunteers for the cost of the guidebooks. When checking the visitation cards each month, the HTH Director should note if any new volunteer has requested the HEARTS TOUCHING HEARTS guidebook. If so, the HTH Director can make sure the volunteer receives the guidebook.

7. Each month, the HTH Director should mail or give a copy of the visitation record sheets to the nursing home's Activities Director. Emailing reports about the visitations may be easier for the HTH Director and Activities Director. Or you may just wish to report to the Activities Director through phone calls. Also each month, the HTH Director should inform the Activities Director if any new residents have been adopted by your group. The Activities Director should tell the HTH Director if any residents need to be added or removed from the Residents' list. The Activities Director should always include the room number of each resident. If your Residents' List has been updated, make new copies for your Hearts Touching Hearts Table. Remember to place a smiley face ☺ by each resident on this list who has been adopted by a volunteer from your church. Also list the volunteer who has adopted this resident. The following notation should be included at the bottom of the Resident's List to explain the smiley faces:

☺ = *A resident "adopted" by one of our volunteers who has committed to visiting that resident one or more times each month.*

**PLEASE NOTE:** Volunteers will naturally want to visit the most responsive and out-going residents. Perhaps some of the volunteers can be challenged to spend time each visit with one of the residents who is not as out-going as some of the others. Even when residents give little response to visits, they often know a visitor cares and are touched by the experience.

8. If any of the residents on the Residents' List have moved from the facility or have passed away, be sure to notify any of the volunteers who may have adopted that resident. The volunteer(s) may want to talk with the Activities Director concerning this resident. If the resident has moved, perhaps the Activities Director can provide new address information on the resident so that the volunteer can continue to visit and/or write letters.

9. The HTH Director should report monthly in the church newsletter and/or in the church services about the progress of the ministry and the number of residents visited at the nursing home during the past month. This information can be obtained from the Visitation Cards returned by the volunteers. Volunteers may also want to share personal testimonies about their visits.

### **SPECIAL NOTES:**

1) You can adopt a resident even if your church has not yet established this program. Simply contact your local nursing home's Activities Director. He/she should be happy to guide you to a resident needing a special friend.

2) Life is busy, and you may get behind on some of these steps. Although the paperwork (residents' list, residents' visitation sheets, etc.) will help your ministry flow more smoothly, do not let it discourage you. Just remember, the most important aspect is to **VISIT** the residents. Pray and simply do your best. God will take care of the rest!