



Outline of Ten Basic Steps

Below is a basic outline of the steps for organizing this ministry.

A more detailed explanation for each step is found on the following pages 3-5.

1. Choose a HEARTS TOUCHING HEARTS Director (HTH Director) each year.
2. Decide which nursing home to visit and visitation times (monthly, biweekly, or weekly) for group visitation.
3. Contact the nursing home's Activities Director to obtain permission for visitation and ask for the Activities Director's participation. Give a copy of the HEARTS TOUCHING HEARTS guidebook to the Activities Director. Ask the Activities Director to provide you a list of all residents (and their room numbers) who would like to be visited by your group. The Activities Director may be able to give you list of all the residents, but due to privacy laws, this may not be allowed.
4. Promote the ministry (newsletter articles, announcements, posters, and Hearts Touching Hearts Table). Keep several copies of all three Ministry Visitation Sheets (Information sheets, Visitation Record Sheets, and Residents' Lists) and the Visitation Card Box (or basket) on the Hearts Touching Hearts Table.
5. Schedule monthly, biweekly, or weekly group visits to the nursing home.
6. Supply the HEARTS TOUCHING HEARTS guidebook to each of the volunteers who are involved in the ministry and check monthly to see if any new volunteer needs a guidebook.
7. Each month, give a copy of the visitation record sheets to the nursing home's Activities Director. You may prefer to call in or email a report. Also each month, keep the Activities Director informed as to any new residents adopted by your group. The Activities Director may need to tell you to add or remove some of the names on the Residents' List. 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.
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.
9. Report and share monthly to your church about the ministry.
10. If time allows, the HTH Director can add to the ministry via a bulletin board with pictures of volunteers and residents, yearly dinner with volunteers, slide shows, calls to volunteers, educational meetings for the volunteers, flower ministry, etc.

