



LEADING • TEACHING • SERVING • GROWING

CONGREGATIONAL PRE-VISIT FORM

Thank you for volunteering as a Congregational Visitor for Gettysburg Seminary. Your visit is a vital part of our Crossroads Campaign.

Your visit is an important step in achieving two objectives for this congregation:

- 1) **TO INFORM EVERY MEMBER OF THE GOALS OF THE CAMPAIGN AND**
- 2) **TO GIVE EVERY MEMBER THE OPPORTUNITY TO GIVE TO THE CAMPAIGN**

Please complete the information below as you prepare for your visit. If you need any assistance in planning your visit, contact the Seminary Advancement Office at 717-334-6286 ext 3011 or your synod's campaign steering committee.

Information on congregation to be visited:

Name of congregation: _____
Name of contact person: _____
Contact email: _____ Contact phone: _____
Visit date: _____ Visit time: _____

Setting & anticipated attendance (note all appropriate to this congregation):

_____ Temple Talk (during worship)	No. attending _____
_____ Adult Forum	No. attending _____
_____ Church Council	No. attending _____
_____ Finance Committee	No. attending _____
_____ Other (please describe): _____	No. attending _____

OVER →

PRE-VISIT CHECK-LIST

1. Request resources needed from Gettysburg Seminary

Please request materials from the Seminary Advancement Office at least 2 weeks prior to your visit. Materials requests may be made by:

Phone - 717-334-6286 ext. 3011

Email - crossroads@ltsg.edu

Resource:	Quantity needed:	Available on our website: www.ltsg.edu/crossroads
<input type="checkbox"/> Campaign brochure	___ #	
<input type="checkbox"/> Campaign DVD	___ #	<i>Yes</i>
<input type="checkbox"/> Pledge cards	___ #	
<input type="checkbox"/> Post-it Notes	___ #	
<input type="checkbox"/> Other hand-out (please describe): _____	___ #	
<input type="checkbox"/> Sample talks	n/a	<i>Yes</i>
<input type="checkbox"/> Campaign progress update	n/a	<i>Yes</i>

2. Arrange audio/visual resources with the visit congregation

Please contact the congregation directly to determine what audio/visual resources are available to show the Crossroads Campaign video and make any necessary equipment arrangements.

3. Prepare your talk

Your volunteer binder contains several samples of talks that may be given in various settings. These samples are also available on our website: www.ltsg.edu/crossroads. Please do not hesitate to contact the Seminary Advancement Office if you have any questions.

4. Review the post-visit form

Your volunteer binder also contains a post-visit form through which we ask you to provide several important pieces of information about the congregation you've visited. Please review this form before your visit to assure you gather all necessary information during your visit.

Questions?

Contact the Seminary Advancement Office:

Phone – 717-334-6286 ext. 3011

Email – crossroads@ltsg.edu