

After a call, please complete the [Phone Care Ministry Follow-up Google Form](#).

This form requests the following information:

1. **You, the caller's, name**
2. **The name of the ATN community member you called**
3. **Any call notes.** This includes, but is not limited to, deaths and/or illnesses in the family, new or lost jobs, prayer requests, etc.
4. **The status of the next contact to be made with the community member**
 - a. **P=Call** - high priority: call sooner than three months from the date of the current call
 - b. **C=Low priority**: call three months from the date of current call
 - c. **N=Do not call**: do not call this person again
5. **The date of the next contact to be made with the community member.** As previously stated, the standard is three months out, but this is flexible based on circumstances.
6. **Goals to be achieved before the next contact.** This could include, but is not limited to, sending prayer request(s) to the Prayer Team or getting the community member in contact with another ATN leader for volunteer opportunities.
7. **Any information that should be updated in Planning Center** (address, phone, email, membership status, etc.) *If no email is shown and you have the opportunity to ask for it, that would be great.*

The form should be filled out within two days of the call and will then be input into Planning Center to keep all records up-to-date and inform future calls with the community member.