

# Attention Coordinators

One of the things to think about as you coordinate the ONE BY ONE ministry within your church is where you will maintain the files and paper work for the program. Some churches might offer a classroom or small office space, while others just don't have any extra rooms to spare. Even if your church can't offer space at the church, they might be able to provide you with a small file cabinet or other equipment to help you maintain a filing system in your home. Often when there is a change in church staff, offices are refurbished and left over file cabinets are stored. We've found that there are untapped resources like this in churches of all sizes.

Some Coordinators find it helpful to maintain the mentor's and family files in carry bags or cartons, even in cardboard boxes which can be transported easily. Others keep everything they can on their computer. At the very least, every coordinator needs a small container to hold basic file folders for each of the mentors and families enrolled. What kinds of things will you need to keep?

For mentors, prayer partners, and families:

- Applications
  - For the mentor:  
Filled-in Interview Form, Criminal Check Completion Notice (if your church receives one back)
  - Monthly and Quarterly Home Visit Reports
  - Baby Skills Inventory/ Evaluation when completed
  - Anecdotal loggings of phone conversations with mentors, special prayer requests brought to your attention, challenges brought to light by the visits and notations about your follow up actions.
- You might want to keep a record of the gifts given to each family

Thank you for your help in keeping good records. Your efforts will make all of us more successful in our ministry efforts.

**Linda Hibner,  
North Texas Facilitator**