

THE PETER PLAN REPORT FORM

Name: _____

Home Phone: _____

Address: _____

Cell Phone: _____

E-mail: _____

Elder: _____

DC member: _____

Step One - four weeks absent

Action: DC member phones absent member to see if everything is OK.

Date(s) of contact(s):

Comments:

Step Four - eighteen weeks absent

Action: DC member attempts an unannounced "pop in" visit on absent member to provide further encouragement. If the absent member is not home, contact is made by phone.

Date(s) of contact(s):

Comments:

Step Two - eight weeks absent

Action: Pastor phones absent member to encourage return. Pastor may schedule a meeting with the absent member.

Date(s) of contact(s):

Comments:

Step Five - twenty-four weeks absent

Action: The pastor sends letter #2 to the absent member, explaining the seriousness of the situation. In the letter, the pastor asks to meet with the absent member sometime in the next week.

Date(s) of contact(s):

Comments:

Step Three - twelve weeks absent

Action: The elder sends letter #1 to the absent member. The elder then follows up with a phone call and possibly a face-to-face meeting.

Date(s) of contact(s):

Comments:

Step Six - thirty weeks absent
Action: The elder attempts an unannounced “pop-in” visit of the absent member. If the absent member is consistently not home, the elder contacts him or her by phone.
Date(s) of contact(s):
Comments:

Step Seven - thirty-six weeks absent
Action: The pastor and elder jointly sign letter #3 which makes it clear that repeated admonition has been given. It also explains that if the absent member does not return to church participation, he or she will come under church discipline. It invites the absent member to contact the elder or pastor.
Date(s) of contact(s):
Comments:

Step Eight - forty-four weeks absent
Action: The pastor and elder attempt to schedule a joint face-to-face visit with the absent member. If that is refused, the conversation may occur by phone. If that is refused, the process goes to step 9.
Date(s) of contact(s):
Comments:

Step Nine - forty-four weeks absent
Action: A letter is sent by the pastor to the absent member informing him or her that he or she is being removed from membership, and that this action will be ratified at the next Voters’ Meeting.
Date(s) of contact(s):
Comments:

Additional Notes