

# New Participant Procedure

1. A person and/or family **requests help**.
2. They are **given information** about New Focus.
3. An **invitation** is given to attend the weekly Introduction Meeting at the church.
4. If they are in a crisis situation, (i.e. a shut off notice), **make arrangements** for it to be delayed until after you meet with them.
5. They **agree to come** to the New Focus Introduction Meeting for one hour. **Resources are given** only after they attend.
6. They **attend** the New Focus Introduction Meeting and begin New Focus classes.
7. If applicable, **confirm attendance** with the referring agency or clearinghouse the next morning.
8. An **invitation** is given to attend the "Steps to Change" class.
9. A commitment is made to **attend** the six week "Steps to Change" class.
10. Week 5 or 6 of the "Steps to Change" class, the New Focus Participant is **introduced to his/her permanent Financial Coach** and begins getting acquainted with them.
11. An **appointment** is set to meet with each New Focus Participant in his/her home, sometime during that six weeks. Two of the following attend: Church Deacon, Needs Coordinator, or Financial Coach. (It is important to meet in the participant's home so that their situation is more easily understood. Observations can be made there on family dynamics and resources).
12. The **Needs Coordinator evaluates** emergency needs during the first 6 weeks and meets needs as appropriate. They could make an appointment with a temporary Financial Coach, if needed.
13. **Encourage** them to continue attending the "Steps to Financial Freedom" class after the member completes "Steps to Change" class.
14. They **attend** the 6 week "Steps to Financial Freedom" class.
15. During those 6 weeks they will **meet with their Financial Coach** to develop their weekly spending plan, problem-solve issues and develop accountability.
16. The participant **becomes a part** of a Compassion Circle Group.
17. They **attend a graduation celebration** along with their Compassion Circle Group and **continue to meet** with their Financial Coach as long as needed.
18. They **attend** the volunteers class with their Financial Coach.
19. They **learn their spiritual gifts** by attending "Finding Your Place in Ministry" class.
20. At the same time they begin going through "The Heart House Book", they are **invited and begin attending a Compassion Circle Group** for fellowship, learning and serving.

