

Homebound Visit Schedule

One row per member. Update it after every visit, call, card, or communion.

Church or synagogue _____ Team lead _____ Month _____

Member	Address and notes Best time, health, family contact	Care and rhythm	Who visits	Last and next
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____
Phone _____		☐ Visit ☐ Call ☐ Card ☐ Communion Every _____		Last _____ Next _____

Visit and Contact Log

Write one line after each visit, call, card, or communion. The next visitor reads it first.

Date	Member	Type	Who	Notes and needs	Next due
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
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		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			
		☐ Visit ☐ Call ☐ Card ☐ Comm.			

How to Use This Schedule

1. **List every homebound member**, including people in care homes.
2. **Ask what each person wants:** visits, calls, cards, communion.
3. **Give each person a rhythm** and one volunteer who owns it.
4. **After each contact**, fill in "Last" and "Next" on the roster.
5. **Review the list every month** with the questions below.

A Good Place to Start

Contact	How often	Who usually does it
Phone call	Every 1 to 2 weeks	Assigned volunteer
Home visit	Monthly	Volunteer pair or deacon
Communion	Monthly, or per your tradition	Pastor, elders, lay ministers
Card or letter	Monthly	Card team or a class
Pastor visit	Every 3 months, and after a hospital stay	Pastor
Birthdays, anniversaries	On the date	Assigned volunteer

On Each Visit

- ☐ Call ahead to confirm the time.
- ☐ Bring the bulletin, church news, or a sermon recording.
- ☐ Stay 20 to 30 minutes. Leave before they tire.
- ☐ Listen more than you talk. Ask about their memories.
- ☐ Read a short Scripture passage. Ask before you pray.
- ☐ Ask about needs: a ride, a meal, a repair.
- ☐ Notice changes in health, memory, or the home.
- ☐ Write a short note within a day. Set the next date.

Monthly review (15 minutes): Who is overdue? Whose health or home changed? Who should we add to the list, or take off it?