Response Forms - Purpose and FAQs 回应表格 **-** 用途及常见问题

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“I’ve Responded” Form

Purpose of this Form

The "I’ve Responded" form is designed for walk-in visitors to FCBC events who have no existing connection with FCBC to get connected with us when they make a decision to follow Christ. It enables us to:

- **Celebrate their Decision:** Acknowledge and celebrate their decision to accept Christ or to rededicate their lives to Him.
- **Provide Support:** Offer personalised support and resources as they embark on their journey with Jesus.
- **Facilitate Engagement:** Assist them in finding a cell group that fits their preferences and needs, and help them integrate into our church community.

Their personal data will only be collected when they give us the consent to do so.

Frequently Asked Questions: I’ve Responded

1. **How is my data collected and used?**

   Your data will be collected only with your consent when you fill in the Form. We respect your privacy and will use your information only to follow up with you, assist you in getting connected with our church community, and help you join a cell group if that is something you are interested in.

2. **Will my information be shared with others?**

   Your information will be kept confidential and will only be used by our church leaders to follow up with you and help you get connected with us. We do not share your information with any third parties.

3. **What happens after I submit the Form?**

   After you submit the Form, a member from our Church will reach out to welcome you, answer any questions you may have, and assist you in taking the next steps, such as joining a cell group and learning more about our Church.

4. **Can I fill in the Form more than once?**

   You should fill in the Form only once. If you need to update your information or have additional requests, you should contact our Church office (+65 6424 9400) or speak to one of our Staff.

5. **How can I access the "I’ve Responded" Form?**

   The "I’ve Responded" Form will be shown on the screen at the end of our celebration services or on our YouTube celebration service videos. You should take note of the information when it is displayed and follow the instructions to fill in the Form.

6. **How soon will someone contact me after I have submitted the Form?**

   We aim to reach out to you within a week of receiving your submission. If you have not heard from us by then, you can contact our church office for assistance.

7. **What if I want to join a cell group?**

   If you are interested in joining a cell group, you can indicate this on the **"Join A Cell Group"** Form. After submission, a pastor or cell leader from our Church will contact you to provide more details and help you find a cell group that meets your needs.

8. **What if I have additional questions or need further assistance?**

   For further assistance, you may contact us through the following channels:
   Email: membership@fcbc.org.sg
   Membership WhatsApp: +65 6958 4355
   Main line: +65 6424 9400 (9am and 6pm, Tuesdays to Fridays)

Visitor/Decision Form

Purpose of this Form

- This Form is designed to collect statistics of first-time visitors at all cell and church events (including individual outreach efforts of cell members to an FCBC event) and the number of salvation and rededication decisions from all outreach efforts.
- The Form should be filled in by the cell member who brought the visitor(s).

First-time Visitors:

- We will record the number of new visitors the first time he/she attends an FCBC event. This includes all activities from cell meetings, outings, volunteering, to church services and harvest events, etc.
- Each visitor should only be recorded once - the first time he/she visits any FCBC outreach event.
    - If the same visitor is brought by a group of members, only one member should submit this Form.
    - If the same visitor visits multiple FCBC outreach events, he/she should only be recorded at the first event.
    - If the visitor is a walk-in visitor who had previously filled in the "**I've Responded**" form and is assigned to your cell group from your Team Pastor, you do not need to submit this form.
    - If the visitor is changing cell group and is currently exploring or visiting your cell group as assigned by your Team Pastor, you do not need to submit this form.

Decisions:

- You will need to submit a separate response if your visitor makes a Salvation or Rededication decision at a subsequent visit.

Frequently Asked Questions: Visitor/Decision Form

1. **Who is considered a First-time Visitor?**

   A first-time visitor is an individual who visits any FCBC outreach event for the first time. If the same visitor has attended multiple church events, he/she should be recorded only at the first event.

2. **What is considered an "FCBC event"?**

   This includes all FCBC-related outreach activities from cell meetings, outings, and volunteering, to church services and harvest events. Meeting with your friend one-on-one *outside of an FCBC outreach event* is not considered an FCBC event.

3. **I led my friend to Christ one-on-one and not at an FCBC event. Do I fill up this form?**

   Yes, decisions from all outreach efforts are included.

   You should fill in the Form and indicate:
   0 - under First time Visitor
   1 - under Salvation
   0 - under Rededication

4. **My friend came to an FCBC event for the first time but did not receive Christ. How do I reflect this?**

   You should fill in the Form and indicate:
   1 - under First-time Visitor
   0 - under Salvation
   0 - under Rededication

5. **My friend made a decision to follow Christ but is not a first-time Visitor. How do I reflect this?**

   You should fill in the Form and indicate:
   0 - under First-time Visitor
   1 - under Salvation (if it is a Salvation decision) and 0 under Rededication
   0 - under Salvation (if it is a Rededication decision) and 1 under Rededication

6. **If a group of us brought a common friend, who should fill in this Form?**

   If the same friend is brought by a group of members, only one member should submit this Form.

7. **My friend attended an FCBC event without me. Do I fill in this Form?**

   If you are the person who will continue to follow up with this friend, and he/she is a first-time visitor and/or has made a decision, you should still fill in this Form.

8. **Will my friend be contacted by the church after I fill in this Form?**

   No. We are not collecting any personal data of the friend you brought. Your friend will remain a personal contact only to you and any other member the visitor has made friends with. Your cell leader and pastor will follow up with you to help you consolidate this friend into the church community.

9. **What should I do if my visitor cannot be assimilated into my cell group?**

   If your visitor cannot be assimilated into your cell group after he/she has received Christ (e.g. elderly parents into a young adults group), he/she should fill in the **"Join A Cell Group"** Form for the church to find a suitable cell for him/her.

Join A Cell Group Form

Purpose of this Form

The purpose of the "Join a Cell Group" Form is to facilitate the process of connecting individuals with a suitable Cell Group within the church. The Form collects information on personal preferences to match individuals with a Cell Group that matches their needs and circumstances. By completing this Form, individuals can be integrated into a supportive, close-knit community where they can engage in fellowship, Bible study, and personal growth.

- **Facilitate Connection:** Help individuals connect with a suitable Cell Group within the church community.
- **Gather Cell Preferences:** Collect information on preferred location, day, time, age, demographic, and language to tailor to cell group placement.
- **Ensure Suitability:** Match individuals with a Cell Group that matches their needs and interests.
- **Support Growth:** Provide a supportive environment for spiritual growth, fellowship and personal development.
- **Streamline Integration:** Make the process of joining a Cell Group smooth and efficient for newcomers and existing members.

Frequently Asked Questions: Join a Cell Group Form

1. **What is a Cell Group and what should I expect during cell meetings?**

   A Cell Group is a small, close-knit community within the church where members meet regularly for fellowship, worship and prayer, and Bible study. Meetings may also involve social activities or outreach projects. The cell provides a supportive environment for you to grow spiritually and build relationships.

2. **How do I choose the right Cell Group?**

   When filling in the Form, consider your preferred location, day, and time for meetings, as well as the group's demographics (e.g., age, marital status) and language preferences. This will help us match you with a Cell Group that suits your needs.

3. **What if my preferred day, time, or location isn't available?**

   We will do our best to accommodate your preferences. If your exact day, time, or location is not available, we will suggest alternatives that are close to your preferences. If necessary, we will discuss alternative options with you.

4. **Is there a Cell Group for my age group and language preference?**

   Yes, we have Cell Groups for various age groups and languages. If you don't see your preferred age category or language listed, select "Other" and specify in the Remarks section. We will try to accommodate your preference.

5. **Can I join a Cell Group if I'm new to the church?**

   Absolutely! Cell Groups are a great way to get connected and become part of the church community. We welcome everyone, whether you are new or have been attending for a while.

6. **How long does it take to be connected to a Cell Group?**

   After you submit the Form, we will review your preferences and aim to contact you within 3-5 working days to connect you with a suitable Cell Group.

7. **What should I do if I'm unsure about my preferred location, day, or time?**

   Provide your best estimate for location, day, and time. If your schedule or location changes, let us know, and we will help you find another Cell Group that better meets your needs.

8. **Can I visit a Cell Group meeting before deciding to join?**

   Yes, we encourage you to visit a Cell Group meeting first. Indicate your interest in the Remarks section of the Form, and we will arrange for you to visit a cell group.

9. **What if I need to change my Cell Group after joining?**

   If you find that your current Cell Group isn't the right fit, you can inform your Cell Leader. The leader will notify the Team Pastor and assist you in transitioning to another Cell Group that better suits your needs.

10. **Who can I contact if I have more questions or need additional assistance?**

    For further assistance, you may contact us through the following channels:
    Email: membership@fcbc.org.sg
    Membership WhatsApp: +65 6958 4355
    Main line: +65 6424 9400 (9am and 6pm, Tuesdays to Fridays)

“我已作出回应”表格

表格用途

“我已作出回应”表格是为那些与坚信浸信教会没有任何联系并直接到访的访客设计的，当他们决定跟随基督时，可以与我们联系。它使我们能够：

- **欢庆他们的决定：**认可并庆祝他们接受基督或重新立志的决定。
- **提供支持：**当他们开启与耶稣同行的旅程时，提供个人的支持和资源。
- **促进参与：**协助他们找到符合他们喜好和需要的小组，并帮助他们融入我们的教会群体。

我们只会在他们同意的情况下收集他们的个人资料。

常见问题：我已作出回应

1. 我的资料是如何收集和使用的？

你的资料只会在你同意的情况下收集。我们尊重你的隐私，只会将你的信息用来与你跟进，帮助你与我们的教会群体联系；还有帮助你加入一个小组，如果你感兴趣的话。

2. 我的信息会和别人分享吗？

你的资料将会被保密，只会被我们的教会领袖用来与你跟进和帮助你与我们联系。我们不会与任何第三方分享你的信息。

3. 提交表格后会发生什么事？

在你提交表格后，我们教会的一名成员会欢迎你，解答你可能有的任何问题，并协助你采取下一步行动，如：加入小组和更多地了解我们的教会。

4. 我可以填写表格超过一次吗？

你只需要填写表格一次。如果你需要更新你的信息或有其他要求，你应该联系我们的教会办公室（+65 6424 9400）或与我们的一位同工交谈。

5. 如何填写“我已作出回应”表格？

“我已作出回应”表格将显示在我们的聚会结束时的屏幕上或在我们的YouTube聚会视频上。你应该注意所显示的信息，并按照指示填写表格。

6. 我提交表格后大约多久会有人联系我？

我们尽量在收到你提交表格后的一周内与你联系。如果到那时你还没有收到我们的消息，你可以联系我们的教会办公室寻求帮助。

7. 如果我想参加小组呢？

如果你有兴趣参加小组，你可以在“参加小组”表格上注明。提交后，我们教会的牧师或组长会与你联系，提供更多详情，并帮助你找到符合你需求的小组。

8. 如果我有其他问题或需要进一步的协助怎么办？

若需要进一步的协助，你可透过以下途径与我们联络：

电邮：membership@fcbc.org.sg

会员WhatsApp：+65 6958 4355

主线：+65 6424 9400（周二至周五，早上9点和傍晚6点）

访客 / 决志表格

表格用途

- 此表格旨在收集所有小组和教会活动首次到访的访客的统计数据（包括小组成员对某个坚信浸信教会活动的个别外展工作），以及所有外展工作中决志信主和重新立志的人数。
- 此表格应由带访客的小组成员填写。

首次到访的访客：

- 我们将记录他/她第一次参加坚信浸信教会活动的新访客人数。这包括所有的活动，从小组聚会、郊游、志愿服务、主日聚会和丰收活动等。
- 每位访客应记录仅一次 – 他/她第一次参加任何的坚信浸信教会外展活动。
    - 如同一位访客是由一组成员带来，则只需要一名成员提交此表格
    - 如果同一位访客参加了多个坚信浸信教会的外展活动，他/她应在第一个活动中记录仅一次。
    - 如果访客之前直接到访，填写过“**我已作出回应**”表格，并由团队牧师分配给你的小组，则不需要提交此表格
    - 如果访客打算换小组，并由你的团队牧师分配到你的小组来参观，则不需要提交此表格

决志：

- 如果你的访客在随后的到访中做出了决志信主或重新立志的决定，则需要额外提交此表格。

常见问题：访客 / 决志表格

1. 怎样才算是首次到访的访客？

首次到访的访客是指第一次参加任何的坚信浸信教会外展活动的人。如果同一访客参加了多个教会活动，他/她应该只在第一个活动中被记录。

2. 怎样才算是“坚信浸信教会活动”？

这包括所有坚信浸信教会的活动，从小组聚会、郊游、志愿服务、主日聚会和丰收活动等。在坚信浸信教会外展活动之外与你的朋友一对一的会面不算是坚信浸信教会的活动。

3. 我不是在坚信浸信教会的活动中，而是一对一带领我的朋友接受基督。我需要填此表格吗？

需要，所有个别外展工作的决志都包括在内。

你应填写表格，并注明：
0 - 首次到访的访客的部分
1 - 决志信主的部分
0 - 重新立志的部分

4. 我的朋友第一次参加坚信浸信教会的活动，但没有接受基督。我如何反映这一点？

你应填写表格，并注明：

1 - 首次到访的访客的部分
0 - 决志信主的部分
0 - 重新立志的部分

5. 我的朋友决定接受基督，但他不是第一次来。我如何反映这一点？

你应填写表格，并注明：

0 - 首次到访的访客的部分
1 - 决志信主的部分（如果是决志信主），0 - 重新立志的部分
0 - 决志信主的部分（如果是重新立志），1 - 重新立志的部分

6. 如果我们一组人带来一位共同相识的朋友，谁应填写此表格？

如果同一位朋友是由一组成员带来，则只需要一名成员提交此表格。

7. 我的朋友独自参加了坚信浸信教会的活动。我需要填写此表格吗？

如果你会继续与这位朋友跟进，而他/她是首次到访的访客并且/或者作了决志，你仍应填写此表格。

8. 我填写此表格后，教会会联系我的朋友吗？

不会。我们不会收集你带来的朋友的任何个人资料。你的朋友将只和你以及与之成为朋友的其他成员保持联系。你的组长和牧师会与你跟进，帮助你协助你的朋友融入教会群体。

9. 如果我的访客不能融入我的小组，我该怎么办？

如果你的访客在接受基督后不能融入你的小组（如：年长父母加入青成年小组），他/她应填写“参加小组”表格，以便教会为他/她寻找合适的小组。

参加小组表格

表格用途

“参加小组”表格的目的是促进个人在教会内找到合适的小组的过程。该表格收集个人的喜好，以便将个人与符合其需求和情况的小组相匹配。通过填写此表格，个人可以融入一个相互支持、紧密联系的群体，在那里他们可以参与团契、查经并促进个人的成长。

- **促进关系：**帮助个人与教会群体内合适的小组联系。
- **收集对小组的喜好：**收集有关首选的小组地点、日期、时间、年龄、特征和语言的信息，以迎合分配小组的要求。
- **确保适合性：**将个人与符合其需求和兴趣的小组相匹配。
- **支持成长：**提供一个支持属灵成长、团契和个人发展的环境。
- **简化集成：**使新成员和现有成员在加入小组的过程顺利而有效。

常见问题：参加小组表格

1. 什么是小组？在小组聚会中我应期待什么？

小组是教会内的一个小型、紧密联系的群体，成员定期聚会，进行团契、敬拜、祷告和查经。聚会也可能包括社交活动或外展项目。小组提供一个支持属灵成长和建立人际关系的环境。

2. 如何选择合适的小组？

在填写表格时，考虑你首选的小组地点、日期和时间，以及小组的特征（如：年龄、婚姻状况） 和首选语言。这将有助于我们为你匹配适合你需求的小组。

3. 如果无法提供我首选的日子、时间或地点，该怎么办？

我们将尽力满足你首选的要求。如果我们无法提供你确切的日期、时间或地点，我们建议你选接近你首选的替代选择。如有必要，我们会与你讨论其他的方案。

4. 是否有适合我的年龄和语言的小组？

有的，我们有针对不同年龄和语言的小组。如果你没有看到你的首选年龄类别或语言，请选择“其他”并在备注部分注明。我们将尽力满足你首选的要求。

5. 我是刚来教会的，可以参加小组吗？

当然可以！小组是建立关系，成为教会群体的一份子一个很好的方式。我们欢迎每个人，无论你是新来教会或已经参加了一段时间。

6. 分配到一个小组需要多长的时间？

在你提交表格后，我们将审查你的喜好，并在3-5个工作日内与你联系，为你分配一个合适的小组。

7. 如果我不确定我首选的地点、日期或时间，我该怎么办？

写下你估计是最方便的地点、日期和时间。如果你的日程或地点有变化，请让我们知道，我们将帮你找另一个更符合你需求的小组。

8. 在决定参加小组之前，我可以先参观小组聚会吗？

可以，我们鼓励你先到小组聚会参观。在表格备注部分注明你有兴趣，我们将安排你到一个小组参观。

9. 如果我参加小组后需要换另一个小组，该怎么办？

如果你发现目前的小组不适合你，你可以通知你的组长。组长会通知团队牧师，并协助你过渡到另一个更适合你需求的小组。

10. 如果我还有问题或需要更多的协助，应该联系谁？

若需要进一步的协助，你可透过以下途径与我们联络：

电邮：membership@fcbc.org.sg

会员WhatsApp：+65 6958 4355

主线：+65 6424 9400（周二至周五，早上9点和傍晚6点）