LISTENING TOUR
REPORT OUTLINE

EGC // LPA

JUMP START •

Letter from the E-Team or Project Lead (1 page)

- Express deep gratitude for participants' contributions to the robust analysis.
- Share reflections on the journey of uncovering rich insights.

Introduction (.5 pages)

- Overview of the project's purpose and scope
- A brief explanation of the interview process and participant demographics

Key Learnings or What We Are Learning (5-10 pages)

- Summarize the main insights and themes derived from the interviews.
- Highlight significant findings that provide valuable insights into the state of evangelism.
- Emphasize key takeaways and impactful narratives shared by participants.

Areas for Further Exploration (1 page)

- Suggest potential avenues for deeper investigation based on interview findings.
- Identify areas where additional research or initiatives could yield valuable insights.
- Encourage readers to consider actionable steps for addressing challenges or opportunities.

Next Steps or E-Team Strategy (1 page)

- How will the E-Team incorporate what it is learning into its strategy?
- Describe upcoming initiatives or events.
- Give follow-up steps for people who want to continue collaboration.

Acknowledgments (.5-1 page)

- Acknowledge the commitment of participants, collaborators, funders, and team members to the thorough analysis process.

Potential Appendices

- List of leaders interviewed and their church or organization
- Interview questions
- Prayer guide
- Discussion guide for readers seeking further engagement

CONVERSATION STARTER ••

Letter from the E-Team or Project Lead (1 page)

- Express deep gratitude for participants' contributions to the robust analysis.
- Share reflections on the journey of uncovering rich insights through intensive coding.

Executive Summary (.25-1 pages)

- Briefly state the project's purpose and context.
- Summarize the main insights and themes obtained from the interviews.
- Highlight critical takeaways that shed light on the state of evangelism.
- Provide a concise list of recommended areas for further exploration.
- Express gratitude to participate for their contributions.
- Introduction

Key Insights (7-10 pages)

- Present key themes that emerged from the interviews.
- Offer detailed narratives or quotes that illustrate each theme.
- Highlight the variety of perspectives shared by pastors.

Opportunities or E-Team Commitments (1-2 pages)

- Analyze the implications of the identified themes for evangelism efforts.
- Discuss the potential impact of the findings on local communities and strategies.
- Identify opportunities for collaboration, innovation, and growth.
- Clarify what people can expect from the E-Team over the next year.

Acknowledgments (.5 page)

- Acknowledge the commitment of participants, collaborators, funders, and team members to the thorough analysis process.

Potential Appendices

- List of leaders interviewed and their church or organization
- Interview questions
- Prayer guide
- Discussion guide for readers seeking further engagement

STRATEGY BUILDER ••••

Letter from the E-Team or Project Lead (1 page)

- Express deep gratitude for participants' contributions to the robust analysis.
- Share reflections on the journey of uncovering rich insights through intensive coding.

Executive Summary (1 pages)

- Briefly state the project's purpose and context.
- Summarize the main insights and themes obtained from the interviews.
- Highlight critical takeaways that shed light on the state of evangelism.
- Provide a concise list of recommended areas for further exploration.
- Express gratitude to participate for their contributions.

Background (1 page)

- Explain why the team decided to conduct a Listening Tour.
- Comment on previous research or relevant collaborations happening in your city that are important for understanding the project.

Key Findings (8-12 pages)

- List all Key Findings on one page, then:
  - Present a detailed exploration of each identified theme (1-1.5 pages).
  - Include relevant quotations from leaders.
  - Provide commentary on the nuances and connections among themes.

Discussion or Implications (2-3 pages)

- Offer a more comprehensive interpretation of the findings' implications.
- Analyze the broader context and potential factors influencing the identified themes by weaving in relevant secondary source information.
- List any information that is still unclear after the interviews. What would you like to explore in the future research?
- Discuss the implications for evangelism strategies and future initiatives.
- Suggest recommendations for pastors and organizational leaders.

E-Team Next Steps or E-Team Strategy (1 page)

- How will the E-Team incorporate what it is learning into its strategy?
- Describe upcoming initiatives or events.
- Give follow-up steps for people who want to continue collaboration.

Acknowledgments (.5-1 page)

- Acknowledge the commitment of participants, collaborators, funders, and team members.

Potential Appendices

- List of leaders interviewed and their church or organization
- Interview questions
- Methodology
- Prayer guide
- Discussion guide for readers seeking further engagement
- Data Visualizations: Incorporate charts, graphs, or tables visually representing the thematic analysis.

If you have any questions or feel your Evangelism Team would benefit from a one-on-one conversation about the ideas in this resource, please email us at eteams@palau.org. Our team is here to support you!