



PURPOSE: THE WELCOMING MINISTRY EXISTS TO SHARE CHRIST'S LOVE BY...

1. engaging members with resources and information
2. welcoming visitors and collect their information,
3. connecting visitors to members and LIFE groups.

WINS:

1. Set up the Hospitality booth by 1 PM and begin welcoming by 1:15 PM.
2. Share newcomer info with pastors and LIFE group leaders.
3. Send a welcome note.

SUNDAYS: WELCOME

• Hospitality Booth:

- Set up booth by 1 o'clock.
- Greeters present at 1:15PM. LIFE Group leaders available at 1:15PM.
- No food or eating at the table please, focus on greeting and try to eat before or after.
- We will be printing out a Greenhouse Welcome Banner (similar to the Gospel/ Community banners we use during worship). On the 1st floor, main entrance. Greeters welcome visitors and if they are new, quickly get their name, while introducing themselves. While the visitors go upstairs, the greeter walkie-talkies the welcoming team upstairs and share the name. The hospitality booth quickly customizes a welcome packet with their name. When the guests reach the upstairs, they are given a customized bag.
- Greet and collect information from visitors using separate card stock forms.
- During worship, ensure visitors fill out the contact tear-off section in the bulletin.

• During and After Worship

1. Stand (not sit) next to or in front of the table. No Food/ Eating; focus on greeting (eat before/ after)
2. Introduce yourself, shake hands and repeat their names often!

Sample questions:

1. "Did you attend any other church?"
 2. "Would you consider coming out to one of our LIFE Groups? I can connect you."
 3. "How did you hear about us?"
3. Hand out a Welcoming Bag.
 4. CONNECT them with 'similar' people: college with college students, young adults to young adults.
 5. IF VISITING ALONE: Please SIT with them for a portion of worship.

• @ End of worship:

- Say bye to guests and direct them to the fellowship.
- Be ready with any relevant sign up sheets and forms and encourage signups.
- Add newcomer info to excel and email out to Pastors, LG leaders.
- During fellowship, EAT WITH THE VISITORS, don't let them fend to themselves!

WEEKLY: FOLLOW UP!

1. One welcome email by Pastor Hoon
2. A welcome/ thank you card by snail mail by the Welcoming Ministry.
3. If the guest is interested in serving, connect them with the appropriate leader.
4. Send out a weekly encouragement mass email.

MONTHLY: UPDATE.

1. Update the Visitor Directory on a Google Doc.
2. Restock Welcoming Bags:
 - Your ideas are best...
 - Greenhouse journal.
 - Contact information for the church, website and leaders.
 - Candy.
 - A personalized encouragement note.