



Welcome

IDEAS & RESOURCES

First Impressions

Sunday Morning Suggestions

- Have your designated Vestry person of the day carry around the office cordless phone in order to answer any incoming phone calls, or...
- Have a lay ministry volunteer at the church office answering the phone for those last-minute people who might be calling to know times of worship services or directions.

New Episcopal signs – [Episcopal Marketplace](#)

Greeting & Welcoming

Welcome Team Members

- ✚ Form greeter teams based on which service they attend; this will insure they will generally know the difference between a member and a guest/visitor

Welcome Team Tools & Suggestions

- ✚ “Ask Me” Name tags or t-shirts for greeters, ushers, hospitality teams
- ✚ Umbrellas: For parking lot and/or front door greeters in the event of rain
- ✚ Greeter Connectors: Intentional introduction to others = Greeter escorts visitor into nave and/or arranges for member to sit with them

Words of Welcome from Clergy

- ✚ Brief welcome & instructions for the congregation to introduce themselves to each other before worship service begins; clergy also intentionally points out welcome card/welcome table
- ✚ One clergy suggestion = ‘words of welcome’
No matter where you come from or where you're going
No matter what you believe or what you doubt
No matter what you feel or just don't feel today
No matter whom you love
You are welcome into this space to be met by a God
Who knows you by name, who knows your heart, who knows your mind, and...
Who wants to have a relationship with you

Nametags

- ✚ Blank nametags ~ everyone writes their own name
- ✚ The 30 per page (peel off mailing label) nametags
- ✚ Laminated with magnet holders or clip ons

Guest Information Gathering

- ✚ Perforated “Get Connected” card attached to worship bulletin (for visitors & current members alike)
- ✚ Pew welcome card; guest book
- ✚ 5x7 clip board, with information sheet attached, given to each guest as they enter into the narthex
- ✚ Pew folder ~ at end of each pew ~ holds blank name tags, perforated newcomer/visitor information card, church information card, marker & pen

Guest Welcome Gift (tie in with the church's name, locale, or logo)

- ✚ Homemade bread
- ✚ Mug
- ✚ Magnet
- ✚ Pen
- ✚ Packet of popcorn
- ✚ Chocolate bar
- ✚ Bookmarks
- ✚ Water bottle
- ✚ Bags for "green" cities where plastic bags are outlawed

Guest Information Packet ~ Welcome Bag/Folder

- ✚ Church brochure with ministry information
- ✚ CD or Flash drive with information about the church
- ✚ Episcopalian, Sacraments, Creeds, BCP, brochures
- ✚ Church core values, mission & vision statement
- ✚ Current newsletter
- ✚ Facilities map with service times

Kid Bags

- ✚ Colorful pipe cleaners
- ✚ Bible lesson to color
- ✚ Crayons
- ✚ Sacred scribblers (blank card stock)
- ✚ Small stuffed animal or small toy

Hospitality after Worship

- ✚ Three minute rule = parishioners are encouraged to talk to someone they do not know for three (3) minutes after the service
- ✚ Clergy (if more than one on staff) welcoming at different exits after service

Follow-Up

Staff and/or Ministry Volunteer Follow-up

- ✚ Newcomer information shared with pertinent staff and/or ministry volunteers = this includes ALL clergy and any person who interfaces with newcomer

Newcomer survey for first time visitors [TOOLKIT](#)

Training, Education, In-House Assessment

Flow Chart examples of newcomer ministry strategy/process [TOOLKIT](#)

Mystery worshippers audit [TOOLKIT](#)

Recommended Books, Articles

- ✚ [Wonder](#), R. J. Palacio (written for children, a MUST read for adults)
- ✚ [Making Room: Recovering Hospitality as a Christian Tradition](#), Christine D. Pohl
- ✚ [Radical Welcome: Embracing God, the Other, and the Spirit of Transformation](#), Stephanie Spellers
- ✚ [The Inviting Church: A Study of New Member Assimilation](#), R.M. Oswald & S.B. Leas
- ✚ Welcoming article "Three Minute Hospitality" [TOOLKIT](#)

