

NEXT STEPS: ASSIMILATION SYSTEM CHECKLIST

- 1. Greeters trained to greet, direct, and seat guests.
- 2. Greeters trained to exit-greet.
- 3. Hand-written first time note.
- 4. Script for welcome/greeting time.
- 5. Script for filling out Connection Card.
- 6. Script for close of service.
- 7. First-time guest calling team.
- 8. Script for first-timer gift.
- 9. Gift for first-time guest.
- 10. Process for ensuring that building is clean and tidy.
- 11. Music playing in the auditorium before/after each service.
- 12. Music playing in the lobby before/after each service.
- 13. Process for ensuring that children are safe.
- 14. Children's curriculum designed with fun.
- 15. Children's curriculum designed with a take-home.
- 16. Hospitality table staffed and stocked.
- 17. R.U. New or VIP event.
- 18. Callers for R.U. New or VIP.
- 19. LINE-UP taught to congregation.

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- 21. Monday morning email set-up.
- 22. Process for adding newcomers to the database.
- 23. Process for tracking first and second time guests.
- 24. A diversity of greeters/people on stage.
- 25. Picture of our people on our website.
- 26. Worship leader trained to be prepared for opening line.
- 27. Pastor trained to be prepared for preaching parameters.
- 28. Second-time guest letter writer.
- 29. Bathrooms include “delights”.
- 30. R. U. New/VIP team built, and scheduled.
- 31. Script for R.U. New/VIP announcement written.
- 32. First time callers trained to also call inviting to R.U. New.
- 33. Pens with church’s info purchased.
- 34. Bulletin stuffers trained to place pens on bulletins.
- 35. Pen collection basket purchased and placed new auditorium doors.
- 36. Monkey survey designed, posted, and included in email script.
- 37. Membership class scheduled and advertised regularly.
- 38. What else should we do to impress and enfold our newcomers?