*Edit this page to fit your ministry setting. Then remove this note.*

# **FOLLOW-UP WITH GUESTS**

## **Get registration information.**

This attendance information is turned into the church every weekend for data entry. Use the registration form.

1. **New guests go to the prize room.**

New guests go to the We Prize Friends room after class on the day they have attended. In the prize room, the We Prize Friends team greet the guests.

1. **Church visitation call.**

The church will make a telephone call to the family within 48 hours. In some cases, a gift is delivered to the door. The purpose for this call is to thank them for attending and to ask if they have any questions. Hopefully, we can find out how we can better serve.

1. **Send a letter from the pastor.**

The children’s pastor writes every guest including preschool and nursery children.

1. **Send personalized postcards from the shepherds.**

A personalized postcard will be signed. A “thank you for attending” note to the guest is encouraged. Be sure to invite them back. Return the signed card to the coach to be mailed that day.

1. **A second letter is to be sent after the second visit.**

Follow up another visit by sending a new letter or contacting the visitor by telephone. Another children’s ministry staff person may write the letter.

1. **Their names are included in the children’s ministry special event mailings.**

When we have special event mailings, names of guests are included.