**How to Be an Effective Welcome Team Leader**

**with We Prize Friends**

**Job Description:**

1. **Pray, pray, pray.** Your job has great spiritual impact. Jesus said that if you welcome one of these little ones in his name, you are welcoming Him. You and your team are likely the first people to welcome a new child to your children’s ministry. Think how important that is! It is usually scary for a kid (and adults, too!) to enter a new setting. But you are there to reduce the fear, help get them connected and raise the value your church places on lovingly receiving guests. See your job as a spiritual ministry and pray, pray, pray! Pray that every guest and new family would connect with your church and grow in their relationship with Jesus.
2. **Build your team.** Of course the team size depends on the size of your church, but even in small churches it is important to involve others in the welcoming ministry. This ministry values bringing and including new people, and the activities listed below need to be assigned to those who are so gifted. Clarify procedures and train your team.
3. **Register guests.** Set up a clearly marked welcoming table so all new guests know where to go. Help the new children (or parent) fill out their registration forms and get a nametag. For guests who were not brought by a friend, have a child from the church escort them in this process to help them feel accepted and included.
4. **Mark ping pong balls**. At check-in, mark ping pong balls with a washable marker. Write the name of the bringers on the blue balls and the names of the guests on the gold balls. All bringers and guests receive a prize, but one name will be drawn from among these for a supersized prize. All the blue balls accumulated in a plastic bucket over a three month period can be used for special prize drawing once a quarter. After this drawing, all then names can be washed off the ping pong b alls and they can be recycled.
5. **Set up a prize booth after the hour.** It takes too long for kids to get prizes during the welcoming time. Instead, have them come to the prize booth after the hour along with their bringer. We recommend two sets of prizes, one regular and the other supersized. The supersized prize goes to the person whose name was randomly drawn that day. This drawing is something that creates a bit more excitement during the guest introduction time.

Create even more excitement by having a drawing among all the bringers over the last three months. Once every quarter draw from among all the blue ping pong balls. The child whose name is drawnwins a huge prizelike a skateboard, scooter or even a bike. This creates great excitement for inviting friends, but it must be emphasized that prizes are not the primary reason we are inviting our friends. The scripts are designed to reinforce this.

1. **Assign someone to purchase gifts.** You may also ask for donations from among the congregation or purchase them directly. For ideas of gifts see “Prize Ideas”.
2. **Coordinate follow-up postcards or letters.** Determine who writes a postcard or letter. The welcome team? The shepherd? Another child? The pastor? Make it easy. Simply pass the addressed note card to them so they can write, “Thank you for coming. Please come back!”