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# SAMPLE PLAN FOR FOLLOW UP

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## 1. WITHIN 24 HOURS OF THE FIRST VISIT WHERE GUEST 'SIGNS IN'

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- If email is preferred for contact: Pastor sends a personal email thanking them for coming and offering to meet for coffee
- If phone call is preferred for contact: Pastor calls during "working hours" to leave a brief message on voice mail. (If a cell phone and a young adult, a text message may be sent).
- If physical address is preferred: Two members leave a basket of cookies at door and have no more than 2 minute conversation.
- Guests are invited to go to the information center after the service where they are given a gift bag with honey that was made at a hive near the Church.
- If conversation ensues: note is taken as to the receptivity of the guest. (le, don't contact further, wants to see the pastor, want information about Youth Group)
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## 2. IN THE WEEK OF THE FIRST VISIT

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- Guest is added to the newsletter list serve.
- A personal thank you note is sent by email or physical mail, depending on preference.
- Contact information is recorded in data base.
- Names are put on list for pastor at next Sunday's service so they can be greeted personally.
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## 3. LONG TERM

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- Data Base is used to track further connections to the life of the congregation
- If further interest occurs, they are invited to pizza or pie with the pastor.
- They receive an invitation to the next new members class.
- If first time guests haven't returned in three months, they are taken off the active data base and place on inactive guest list.
- They will remain on the newsletter and mailing lists for one year at which time, they will be removed.