

Evangelism Committee meeting minutes, April 21, 2008

Opening prayer by Dee Lancaster

Reviewed minutes from March 17, 2008 meeting, accepted as submitted.

Greeting and visitation ministries are going pretty well. Staffing greeters for all services. Visitation/care committee ministry is going pretty well but will look to recruit additional members going forward.

Visitor bread also going well, have been seeing visitor bread maybe every other week. Follow-up letters being sent to all who are first time visitors as well.

Evangelism has done coffee after second service on April 7 and April 20, will also do on April 27. There are some left over refreshments from April 20 that will be used on April 27.

Reviewed budget. Our \$500 budget has had one \$177 expense for what appears to be a mailing. Leaving \$323 in the budget.

Transition task force did not meet last month. Nothing new at this time on TTF. TTF has issue of "Hospitality Team" which could impact Evangelism responsibilities recommended by TTF and as a mission. That topic of Hospitality Team will be a subject going forward.

I have contacted Pastor Chris Martin and suggested date of September 20, 2008 for a class on greeters/ushers to be conducted at BUMC, same as the one Doug Huth and I attended at Windermere. Working out final details. This will be for area UMC churches and not internal to BUMC. Evangelism would do refreshments, setup, cleanup, etc.

The District has committed to a new Church in Broadview Hts, looks like this will go ahead. The pastor has accepted and he will start to get to know the area soon, visiting BUMC and other churches in the area. He will work to establish the beginning of a congregation but not likely to see any organized activity till into 2009. BUMC will be kept in the loop and asked to help as this moves forward.

Visitor bags, we still have some left. I will continue to monitor and if we need to make more I will contact committee.

Pastor Karen advises there will not be a new member class till fall likely.

Penny brought some materials, see attachment. Let's review these before next meeting and make an agenda item for that meeting.

As discussed if any current members would like to be chair next year please advise me or Pastor Karen. Also, if you have thoughts of anyone who would be a good fit for

membership next year advise same. Committee membership for 2009 and beyond will be determined soon.

Next meeting May 19.

Bob closed with prayer.

Bob Lundholm
4-22-08

WELCOMING CONGREGATION AWARD

All appendix references relate to The Igniting Ministry Planning Kit

A good place to start is with this worksheet. Please choose from the following list of tasks or functions those that are permanently placed within your church's structure. To qualify for the award the first time, you must reach a total of 100 points during the year and provide documentation (required). We'd love to see photos if possible...this gives us an opportunity to see what you are doing, as well as help us when building features for our Web site. By submitting photos, you give us permission to use them in various ways. *(Please note: Photos will not be returned).* There are **NO** deadlines for submitting this worksheet.

1. Welcoming coordinator/team (see description of duties in appendix B1) <i>e.g., team roster</i>	25			<input type="checkbox"/>
2. Church brochure <i>e.g., copy/sample</i>	10			<input type="checkbox"/>
3. Welcoming training using IM resources (at least 1 annually) such as <i>Beyond 30 Seconds/Planning Kit/Training/IM Training event.</i> <i>e.g., list of attendees (provide actual count)</i> <i>1 point per person newsletter article/handouts from event, etc.</i>	25			<input type="checkbox"/>
4. Participate in September Open House Month <i>e.g., sample articles/photos</i>	15			<input type="checkbox"/>
5. Hold a community event <i>e.g., sample articles/photos/flyers</i>	20			<input type="checkbox"/>
6. Guest material packet <i>e.g., sample packet enclosed</i>	10			<input type="checkbox"/>
7. Welcoming Center <i>e.g., photos/sample literature</i>	10			<input type="checkbox"/>
8. Church cards (see page 6A.14) <i>e.g., business cards/invitations</i>	5			<input type="checkbox"/>
9. Designated guest parking <i>e.g., photograph</i>	5			<input type="checkbox"/>
10. Greeters <i>e.g., team list/photo/bulletin</i>	5			<input type="checkbox"/>
11. Quarterly greeter/usher training (refresher) <i>e.g., promo materials/handouts/list of attendees (5 points per training)</i>	5			<input type="checkbox"/>
12. Intentional seating of guests <i>e.g., explain procedure or instructions given to ushers/bulletin if listed</i>	5			<input type="checkbox"/>
13. Name badges for congregation (optional for guests) (Worn for any on-site event/Worn at least one Sunday a month/3 points each month) <i>e.g., photo of board/sample tag</i>	3			<input type="checkbox"/>
14. Guest register (not registration of attendance) <i>e.g., photo of area</i>	10			<input type="checkbox"/>
15. Church newsletter sent to guests <i>e.g., sample</i>	10			<input type="checkbox"/>
16. Clergy follow-up – first week <i>e.g., sample letter or card</i>	5			<input type="checkbox"/>
17. Clergy follow-up – second week <i>e.g., sample letter or card</i>	10			<input type="checkbox"/>
18. Laity follow-up – first week <i>e.g., sample letter or card</i>	5			<input type="checkbox"/>
19. Laity follow-up – second week <i>e.g., sample letter or card</i>	10			<input type="checkbox"/>
20. Guest Welcoming gift (see IgnitingMinistry.org/welcoming) <i>e.g., photo of mug, church magnet, bookmark (1 point per guest)</i>	1			<input type="checkbox"/>

21. Facility tours for guests <i>e.g., photo, promo article, announcement, script (1 point per guest)</i>	1			<input type="checkbox"/>
22. Map of facilities posted <i>e.g., photo/sample</i>	5			<input type="checkbox"/>
23. New classes and groups for guests and newcomers (such as newcomer orientation) <i>e.g., newsletter article, photos, etc.</i>	10			<input type="checkbox"/>
24. Invitational program ("Fran Plan"/door hangers) <i>e.g., samples, photos, promo pieces</i>	25			<input type="checkbox"/>
25. First-impression renovation ie: landscape/entry <i>e.g., photo of area(s)</i>	10			<input type="checkbox"/>
26. Welcoming sign at street <i>e.g., photo</i>	5			<input type="checkbox"/>
27. Mystery Guest Audit (appendix C2) <i>e.g., send copies</i>	20			<input type="checkbox"/>
28. Interior signs (i.e., classrooms, restrooms, nursery) <i>e.g., photos</i>	5			<input type="checkbox"/>
29. Newcomer participation in small groups or Sunday school class <i>e.g., list or group name, etc. (1 point per guest per group)</i>	1			<input type="checkbox"/>
30. Conducted Friendliness Audit (page 6A.12) <i>e.g., copies of audit</i>	20			<input type="checkbox"/>
31. Yearly documentation of first-time attendees (goal: 10% of average worship attendance) <i>e.g., list</i>	20			<input type="checkbox"/>
32. Active and up-to-date Web site <i>e.g., URL provided</i>	10			<input type="checkbox"/>
33. A welcoming message on your home page <i>e.g., URL provided</i>	15			<input type="checkbox"/>
34. Complete evaluation of printed materials (appendix C6) – includes "Open hearts" promise on materials <i>e.g., samples (1 point per item with "Open hearts" promise)</i>	1			<input type="checkbox"/>
35. Weekly hospitality time (refreshments) <i>e.g., photos</i>	20			<input type="checkbox"/>
36. Transportation to church provided <i>e.g., mention in bulletin/photo of bus</i>	10			<input type="checkbox"/>
37. Utilized IM resources (Planning Kit/Beyond 30 Seconds, banner, etc.) <i>e.g., promo materials/handouts/group roster</i>	25			<input type="checkbox"/>
38. Accessibility/Inclusivity (i.e., hearing devices, ramps, parking) <i>e.g., photos/bulletin articles, etc.</i>	15			<input type="checkbox"/>
39. Newcomer-friendly worship bulletin <i>e.g., sample</i>	15			<input type="checkbox"/>
40. Other Activities (please explain) *For point value on this section, call us toll-free (877) 281-6535, and dial "0"				
(100 points minimum) TOTAL POINTS =				

Church Name: _____ Conference: _____ District: _____
Contact Person: _____ Year Applying For: (1st, 2nd, 3rd, 4th)
Address: _____
City: _____ State: _____ Zip: _____ Phone: _____
Web site: _____ Email Address: _____

Return signed form and documentation to:

UNITED METHODIST COMMUNICATIONS

Igniting Ministry—
Attn: Welcoming Certification

PO Box 320
Nashville, TN 37202

I have seen this form and confirm the information listed here.

District Superintendent (sign)

Print Name Here

Date

