

— MINISTRY TOOLBOX —

#GCICHURCHHACKS

How to use a Connection Card

It is a joy to build relationships with the guests and visitors that God draws into our ministry.

A helpful tool to building relationships is to offer a Connection Card. Following up on questions and requests from the Connection Card gives you the opportunity to answer any questions, as well as meet any spiritual or practical needs a guest may have.

During the offering.



» Collecting the Connection Card during the offering gives the guest the opportunity to participate in offering portion of the service:

» What to say: "At this time, ushers will come forward to receive the offering. If you are new with us, please don't feel any obligation to give. We're just so glad you're here. We would love to connect with you. Please take the time to complete the gold card and place it the basket as it passes."

information. Your guest will have a reminder of their visit, as well as contact information for future use.

» What to say: During announcements share: "If you are a guest with us, we are so glad you are here. Please visit our information table after services, so we can meet you and give you a gift."

Collect at the information table after services.

» Gathering the Connection Card at the information table provides the opportunity for guests to have a conversation with a member at the table. This is also a good time to give a gift, such as water bottle, pen, etc with the church's



As a raffle entry at community outreach events.

» The missional events in our Love Venue are not a one-time contact. Collecting Connection Cards during the event gives you the opportunity to follow with the members of the community God is calling you to love.

» During the event distribute cards with the incentive of being able to win a prize in a drawing at the end of the event.



HOW TO FOLLOW UP?



Within 48 hours call, email, or send a text message.

- » The message should be friendly thanking the guest for participating in services or your event. It should be separate from the weekly email or communication you send to your members.
- » This is also an opportunity to answer any questions or respond to any prayer requests written on the card.



Personal touch and reach out again the following month.

- » If you have not seen or heard from the guest since their initial visit. Follow up again with a friendly message.

How To Edit & Print your Connection Card

1. Before you do anything else, make sure this pdf is opening in a version of **Acrobat Reader**.
2. To create custom text with your congregation's name, navigate to the toolbar at the top, and select **View, Tools, Edit PDF, Open**.
3. You should now be able to click your cursor in any of the text boxes and edit the labeled text.
4. Navigate to the toolbar at the top, click on the **File** tab, and select the **Print** option.
5. Once within the Print menu, make sure to check the **Print on both sides of paper** box.
6. Before printing multiple copies, it is always a good idea to print a test sheet to make sure they are printing in color, and correctly on both sides of the paper.
7. Once you print your test page, navigate back to the Print menu and select in the **Copies** box the number of cards you want printed.
8. If you want to print the connection card only, go to the **Pages to Print** section, and type "3-4" into the **Pages** box.



GETINVOLVED

Connect with us at gci.org

What's your name?

Phone: _____

Email: _____

Questions, Comments, Prayer Requests?

THANKS FOR VISITING
Congregation Name Here!

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