

# MINISTRY TOOLBOX

## #GCICHURCHHACKS



### Parking Lot to Pew



A crucial part of the Hope Venue of a congregation is the Integration Ministry. Integration is an intentional process to create a welcoming environment for guests. It exists to be able to have a system by which we can keep constant contact with visitors with the purpose of participating in what the Lord Jesus may want to do in their lives. This ministry is the pathway to discipleship. It builds relationships with guests and creates the safe and welcoming context for seekers to participate in the service and experience the love of Christ.

### What is the purpose of the Integration Ministry?

The purpose is to create a safe and welcoming space for guests. To accomplish this goal the following must be considered:

1. Physical ambiance.
2. Proper signage.
3. Well positioned greeters.
4. An effective information table.
5. Connection Cards.
6. Proper follow up



### Who should be a part of the Integration Ministry?

The members of the team make the “first impression” on your guests. So, these should be your most extroverted members, who naturally connect with all kinds of people.

#### BEFORE SERVICES

» **Parking Greeter:** The first point of contact. The initial contact is made in the parking lot, it is done with a great smile and guides the person to second point of contact.



» **Door Greeter:** This is the second point of contact at the front door. This person directs the visitor and points out the restrooms, children’s ministry, the sanctuary and refreshments.

» **The Friend:** This is the person that will intentionally look to befriend the visitor. He or she will offer refreshments, take them to the information table and introduce them to others in the body. This person is available before and after services.

» **Usher:** This is the last step. It’s the step where the visitor will be seated in a comfortable place and to their liking.

#### BEFORE & AFTER SERVICES

» **Information Table Greeter:** When services are not in session this individual makes sure they can answer any questions a guest may have. The table must have bulletins, connections cards and make sure that a gift for guests is always available. This person must also make sure to collect the vital information. Before leaving this person provides the ministry leader and Pastor with a list of visitor information.

» **Follow up with visitors in the following ways:** By sending a personalized thank you letter to be received by Friday, making a phone call on Tuesday night thanking them for visiting our church and inviting them back.

