



**NEW VISITORS  
(HC-PRO01)**

**1.0 RESPONSIBILITY**

- 1.1 Hospitality Committee
- 1.2 Pastor

**2.0 APPROVAL AUTHORITY**

- 2.1 Session

**3.0 PROCEDURE**

- 3.1 Visitors to the church can use the visitor card in the bulletin in the back of the pew or fill out the form online located on the church website to indicate they are new visitors attending church.
- 3.2 A new visitor packet with information about current church activities and resources is assembled and kept up-to-date with current information.
  - 3.2.1 Greeter passes out packet to visitor.
  - 3.2.2 Information from the visitor card/online form is entered into the visitor spreadsheet stored on Google docs.
  - 3.2.3 Information is forwarded to church leadership.
  - 3.2.4 A handwritten note/card is sent.
  - 3.2.5 A follow-up phone call is made.
- 3.3 The Hospitality Committee hosts a new member/visitor dinner quarterly, bi-annual or as needed either in Fellowship Hall or a member's home.
- 3.4 A committee member will reach out to an inactive member.
  - 3.4.1 Discuss goals to re-engage in church activities and/or groups.
  - 3.4.2 Ensure they are aware of what is currently being offered at the church.

**4.0 ASSOCIATED DOCUMENT**

**5.0 REVISION HISTORY**

<u>Date:</u>	<u>Rev.</u>	<u>Description Revision:</u>
		Initial Release

\*\*\*End of Procedure\*\*\*



*First Presbyterian Church*