

Team Leaders...

Vision, Purpose and Goals:

I. Vision

Jesus set the vision as he ascended into heaven:

Matthew 28:19-20 –

- “Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.”

II. Purpose

The purpose is to make active disciples. We define active as:

- A person who has accepted Jesus Christ as their personal Savior, and been baptized in the name of Christ.
- A person who attends worship on a regular basis.
- A person who is involved in growing faith through study, prayer and active participation in discussions with others on the journey of faith.
- A person who contributes to the ministry of the church with their money and their time.

As you review the rules for active disciples, how do you think they actually compare with what your church has expected from its members in the past? How would placing a higher emphasis on these impact existing attendees?

III. Goals

The primary goal is to lead the guest toward active discipleship in the church as defined above.

- To increase the ministry of the church.
- To help the entire congregation become more focused on caring for one another.
- To help the church change their focus from maintaining to building relationships.

Which of these goals do you think will be the most difficult for your church to achieve?
Which of them will be the least difficult?

The Ministry Team makeup:

1 Team Leader and 4-6 Team Members per Service

Duties include:

- Serving one service per month
- Move to greet guests
- Cover all entrances
- Be early

Meeting the guest:

- Greet every guest
- Tour – Help them become comfortable with the lay out of the church
- Introduce each guest to other team members/church members
- Seat for worship – You can even sit with them

Assigning guests:

- Team Leader and Coordinator make assignments
- Try to match people as much as possible – age/sex/marriage status
- This is a five-week assignment

After Worship Service:

- Greet your guest with an attitude of them becoming a friend
- Introduce them to the Pastor/Staff Member
- Escort them to door making other introductions (other team/church members).

Follow-up Week:

- Pastor sends letter from church and makes phone contact.
- Team member visits (takes special gift to guest's home) makes phone contact.
- Team member invites to church for second Sunday.

Second Sunday:

- The assigned team member arrives early to greet their new friend.
- Team member sits with new friend in worship.
- Team member introduces new friend to other team/church members.
- Team member invites guest to SS/Bible Study/other.

Follow-up:

- Team member guides new friend toward the Exploring Class/Small Group/Etc.
- Team member continues to sit with new friend on Sundays.
- Team member invites new friend to a Team/church social events.
- Team member helps new friend find places to get involved in the life of the church.

Exploring Class:

- First goal is to get every new friend to attend the Exploring Class.
- Team member should attend with their new friend.

The Fifth Week and forward:

- Team member continues to work with friend if they are interested in getting involved.
- Team member continues as friend even if they choose not to get involved.

Team Leaders

Motivator - As a motivator the team leader should:

- Do what he/she says.
- Be able to define what is important.
- The team leader needs to live what he/she preaches.
- Enthusiastically promote and support the ministry.

Faith-led

- Centered on Christ
- Informed by Scripture
- Strong belief in Making Disciples for Christ

- Belief in a God who is the I AM
- Communicator
- Face-to-face

Repetitive

- Regular training
- Process review at monthly duty Sunday
- Written communication to improve areas of weakness.

Regular review of the purpose of Visitor Ministries.

Listen

- Listen to team members
- Listen to guests
- Listen to regular attenders

Teach

- Teach the Great Commission
- Teach Scripture
- Teach compassion and love

Love

- Allow an adequate number of mistakes
- Give expressions of love and appreciation
- Care deeply for the team members

Stress Accountability

- Follow-through
- Trustworthy
- Available
- Evaluation

Leader

- Lead by example
- Always be prepared
- Be Proactive
- Motivate

Duty Sunday

We will now look at each segment of VISITOR Ministries and walk you through the process. At various points you will be asked to participate in exercises that can help you experience the ministry first-hand.

Pre-Gathering Preparation:

- Arrive Early and Prepare
- The Team Leader and Coordinator need to arrive at the church at least 1 hour before the worship service begins.

- Make sure nametags are available for team members.
- Have all forms available.
- Set up gathering room for pre-meeting.
- The Coordinator and Team Leader should review progress on any guests who are in process.

The Gathering:

- Team members should be sent reminders of the gathering time on duty Sunday.
- In the beginning, you should gather no later than an hour before worship.
- You may want to meet even earlier the first few duty Sundays to make sure you have time to answer questions.

This gathering should include:

- A time to check in.
- Prayer
- Scripture
- Instruction
- Group prayer

On Ministry Duty:

- Have one team member stationed near the door at a time.
- Team members must avoid entering into conversation with their friends.

When a team member receives a guest, another team member should take their place near the door.

Note: We want to treat guests as “honored guests.” This means that we don’t want to pressure them in any way. Team members must keep this in mind at every step along the journey. Though this ministry has a prescribed program, it does not insist that people jump through hoops, but progress at their own pace. Patience is a virtue in this ministry. However, do not use this as an excuse to stop working with a guest. There is an end goal, but the pace is set by the guest. This is important to remember as we now begin to track a guest.

Greeting The Guest

As a guest arrives, the Friends Team member will greet them with, “Hi, my name is _____.

How long have you been attending this church?”
We’re glad you came this morning. What made you decide to come to our church? Or, “How did you find out about our church?”

Where do you live?

Can I show you around the church? (If they have time before the service.)

The Friends Team member should then introduce the guest to team members, and show them around the church.

It is very important for the team member to listen carefully to what the guest is saying. Often, the team member will pick up on something that could lead to a time of prayer.

Escort your guest to their seat.

The First Sunday Information Card

Don't force guests to fill out this card. Pick up just prior to entering the sanctuary.
Make sure any prayer requests are honored. Gather forms during worship
Assign Team Members

After Worship

Assign Guests

Team Members move near assigned guest

Make contact with guest as service ends and introduce to the pastor.

Continue introductions and take the guest to refreshments.

Make it comfortable to leave.

Note: Another reminder that you are not trying to force anyone to do anything. They are special guests, and you want them to feel that way. The important thing is to love them enough that they will return. If they don't fill out the card the first Sunday they may the second. Just love them any way you can without smothering them or pushing them. It will pay dividends.

After Guests Leave

The Team should meet.

Remind assigned members of the next steps.

Always take the time to pray for assigned team members (TM's), the guests who came that day, and for the ministry before you quit for the day.

The First Week

Church contact with guest

Distribute guest information cards.

The First Gift

The TM should have picked up a gift to deliver to the guest's home.

So here are the rules for that visit:

This is a way of saying thank you for their visit.

If the TM is invited in, they should use their best judgment about the sincerity of that invitation.

If the guest is not home, you should try again another evening.

The Second Contact

Make contact to invite to church.

Arrive at church early.

Greeting the Guest at the Second Worship Service

Be at the church early

As the guest arrives, the TM and their family (unless the TM is single) should join their new friend and continue to introduce them to people.

It is also important that the TM sit with the guest the second Sunday.

Before the new friend(s) leave, make sure they are invited to any functions, or the Exploring class if something is scheduled.

Follow Up (the five-week plan)

Team Social Function

Schedule regular social functions for the team.

Each of these gatherings should include a time to check in (joys and concerns).

This should be followed with a short prayer and perhaps a scripture and short discussion.

The rest of the gathering should be social.

The TM should invite any assigned friends to this function.

Obviously, the responsibility for providing this function should be shared by the entire team.

All team members should make every effort to attend this function.

Continued Social Contact

The TM should stay in normal contact with their new friend(s).

Something the TM might think about is inviting other team members to join them with their friends for a group outing.

What Happens After Five Weeks?

The TM should become a real friend.

After five weeks the TM should know where their friend is headed.

Many new friends will become involved in new groups and develop strong relationships with that group.

The Coordinator and Team leader should have been tracking the guests/friends through this time and may want to talk with the TM about how to proceed.

Some people take a long time to discover God's call for their life.

If the guest/friend completes the process and goes through the Exploring Class they will have completed an interest survey and a spiritual gifts inventory.

Practice What You Learned

You will now be led in a practice session by your instructor. This should help you better understand how the in church and home visit should work.