

CHURCH VISITORS COMMITTEE

S-4.0000

PURPOSE

The Church Visitors Committee is a group of volunteers willing to make visits to visitors to Sunday worship. Such visits shall be made to encourage visitors to return, and to eventually become members.

S-4.0100

S-4.0101
Church Visitors
Committee

The Church Visitors Committee is a subcommittee of the Membership and Outreach Committee.

S-4.0102
Oversight

PROCEDURES

The Church Visitors Committee shall function as follows:

- a. Each Sunday, the designated member(s) of the Committee should gather in the Narthex or Church Office to review the Visitor Information Cards. [The Lay Reader shall encourage visitors to fill out these cards as part of the greeting each Sunday.]
- b. First-time visitors should be identified, and a committee member assigned to make the call.
- c. Calls preferably should be made sometime on Sunday, but definitely by Tuesday evening.
- d. The Church Visitor should take an information folder to share with the worship visitor(s). These packets are available from the Church Office.

S-4.0200

S-4.0201
Church Visitors
Committee:
Responsibilities

The following are general guidelines for making visits:

- a. Visits should be brief (no longer than 15 minutes). The purpose for the visit should be stated at the outset, such as "We were happy to have you worship with us! May I come in and share some information about the church with you?"
- b. The Church Visitor should spend a few moments getting to know the worship visitor.
- c. The information folder should be left with the person/family visited, and the visit concluded with an invitation to return and worship with the congregation again.
- d. Even if invited to stay longer, it is suggested that these visits be kept short. [Say, "Thank you; I don't want to take up your personal/family's time, but do come and worship with us again!"]

S-4.0202
Guidelines
for Visits

Following the visit, the Church Visitor should make a brief summary of the visit, and share any important information with either the other members of the Church Visitors Committee, the Membership and Outreach Committee, and/or the pastor. A record of the visit should be made in the Church Visitors Committee log.

S-4.0203
Follow-Up