

CHRISTMAS PREPARATION CHECKLIST



EDSD
COURAGEOUS LOVE

Pray For Visitors

- Vestry/Bishop's Committee pray for guests
- Clergy & Staff pray for guests
- During Sunday worship pray for guests
- Encourage members to pray for guests

Start Inviting Others

- Print material for members to invite
 - Address/location
 - Service times
 - COVID-19 protocols
 - Website
 - Phone/e-mail

Update Web Presence

- Update website and social media
 - Address/location
 - Service times
 - COVID-19 protocols
 - Phone/e-mail
- Create social media posts/events and share

Be Prepared to Welcome Guests

- Brief ushers and greeters
- Prepare regular attendees
- Clear signage
- Clean bathrooms
- Safe space for children and parents

Attendee Follow Up

- Guestbook or guest cards ready
 - Name
 - Mailing address
 - Email
 - Phone
- Make request for contact info during announcements
- Schedule follow up just after the new year