



## The Sunday Invitation Checklist

As we approach Invite a Friend to Church season (October 13 to November 17), our church community joyfully anticipates celebrating the love and life of Jesus Christ with your friends and families. Church on Sunday inspires us to open our hearts and doors wider, inviting everyone to share in the joy of Christ. In preparation for this occasion, we are dedicated to ensuring that every aspect of our church—from welcoming newcomers with open arms to enhancing our services and facilities—reflects the warmth, love, and joy that Sunday morning embodies. Below is an easy-to-follow checklist to help prepare guests for Invite a Friend Sunday.

### **Before Invite a Friend Sunday Services**

#### ***Pick a Sunday During the Invite a Friend to Church Season***

- Sunday, October 13
- Sunday, October 20
- Sunday, October 27
- Sunday, November 3
- Sunday, November 10
- Sunday, November 17
- All of the above

#### ***Update your website and social media:***

- Update your website with clear messaging, service times, and children/family opportunities early.
- Schedule regular social media posts inviting people to services.

***Prepare Welcome Materials:***

- Check/ create welcome materials that include information about the church, its ministries, service times, and contact information.

***Signage:***

- Ensure there are clear signs directing newcomers around your church. Make it clear where bathrooms are located and where people can find out more about your community.

***Train Hospitality Team:***

- Train/retrain volunteers and ushers on how to greet people warmly, answer questions, and provide directions.
- Emphasize the importance of inclusivity and especially making newcomers feel welcome.
- Invite core families to participate in your welcome team by watching for visiting families. Having another family engage creates a different level of engagement.

***Welcome Stations:***

- Place welcome stations in high-traffic areas, staffed by friendly volunteers.
- Have clear signage directing newcomers to the welcome stations.

***Plan a Special Welcome:***

- Draft a special welcome segment during the service specifically acknowledging newcomers
- Draft a special welcome segment for the online worshipers

**Pre Sunday Extras**

***Physical Plant review:***

- Ensure your church grounds are clean and accessible.
- Ensure your bathrooms are clean, stocked, and remain so.
- Place or refresh signs directing people to bathrooms, nursery, and hospitality rooms.

### ***Pre-emptive Thank You's:***

- Take a moment to thank your volunteers and staff for the support they are about to provide. Showing appreciation for their service can go a long way in making people proud of their work at church.

### **During Invite a Friend Sunday Services**

#### ***Warm Greetings:***

- Ensure that all guests are greeted warmly upon arrival. Volunteers should be easily identifiable, perhaps wearing special name tags.

#### ***Information Collection:***

- Politely ask newcomers to fill out a contact card for follow-up (ensure privacy and opt-in for communications).

#### ***Engage Children and Youth:***

- Have a special welcome for young attendees, including information about the church's children and youth programs.

### **After Invite a Friend Sunday Services**

#### ***Follow-Up Communication:***

- Within 48 hours, send a personalized thank you message or email to newcomers thanking them for attending and inviting them to future events.
- Include information about upcoming church activities and how to get involved.

#### ***Connect on Social Media:***

- Encourage newcomers to follow the church on social media for updates and community building.

#### ***Invite to a Newcomer's Event:***

- To build relationships further, host a special event for newcomers, such as a luncheon or meet-and-greet with church leadership.
- Provide a way for newcomers to give feedback on their visit to help improve future hospitality efforts.

***Personal Outreach:***

- Consider a personal outreach effort, such as a phone call or a home visit, for those who expressed a deeper interest in getting involved with the church.

For more resources and ideas about how to practice the art of invitation, visit [edsd.org/invite](https://edsd.org/invite)