

# New Members Orientation



## New Members Intake Roles and Responsibilities

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### Intake Room Facilitator

- Before worship, ensure intake room is setup for new members (chairs, table, forms and pens)
- Once new members have been identified proceed to room to welcome new members before they leave sanctuary
- Assist Intake Leader as necessary
- Make 2 copies of information card (1 for respective deacon & 1 for Ron C)....if a ministry leader is present, you can make one for them
- Ensure the blue member information cards are collected and placed into the Administration mailbox

### Intake Leader

- Identify New Members: Watch the front to see if persons remain seated (this is an indication, he/she is a new member)
- Position Self: Once new members have been identified, position self along the wall and wait for queue from Pastor Edwards
- Welcome: Welcome new members with a handshake and ask them to follow you to the back to complete some information
- Exit: Leave sanctuary down center aisle and proceed to the first room to the left as you enter the Administrative area
- Lead: Lead the initial intake session following the agenda below. Remember we are creating first impressions....

### Agenda for Intake Session

- Introduction by Intake Leader
  - Name
  - Welcome to Family
  - Explain what is going to happen now and then make it happen
    - (1) Complete member information form (blue)
    - (2) Introduction of any Ministry Leaders in room
    - (3) Share a little information about church and next steps (reference the new white welcome sheet)
    - (4) Prayer
- Ensure that everyone has a member information form and that it is completed legibly.
- When approximately 50% of the new members have completed the form begin with introductions around the room
- Pass out the new members welcome form, review key areas....NMO, Life Development and TNT etc
- If a person has not been baptized before, please share with them there is another step for them, they will attend a special Baptism Class to learn more about baptism.
- End the session with a prayer of protection and encouragement
- Have a Ministry Leader or Deacon to escort them back into worship

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A place to Believe and Belong....**

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## 2010 Orientation & Fellowship Dates & Times

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### Orientation Classes

Sun, Jan 31                    8:00 -10:00 am  
Sun, Feb 28  
Sun, Mar 28  
Sun, April 25

Tues, May 18                6:30 - 8:30 pm  
Tues, June 15  
Tues, July 20

Sun, Aug 22                 8:00 -10:00 am  
Sun, Sept 26  
Sun, Oct 24

Tues, Nov 16                6:30 - 8:30 pm

### Fellowships

Fri, Apr 9                    7:00 – 9:00 pm  
Fri, Jun 18  
Fri, Oct 1  
Fri, Dec 10

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