



2018 Strategic Ministry Plan:
Welcome Ministry
St. David's Episcopal Church
 Vestry approved date: 11/13/2017

WHAT:

Mission:

Provide an intentionally inviting environment where new guests cannot wait to return and bring others which leads to participation and commitment to the covenant community, *Where No One Stands Alone.*

“Let all guests who come be received as Christ”

Needs Analysis:

Welcome one another, therefore, just as Christ has welcomed you, for the glory of God. – Romans 15:7

- To provide a welcoming and nurturing environment where newcomers feel inspired to participate in worship, decide to join our community of faith, and increase their spiritual growth.
- To ease anxiety for new and returning visitors. Walking into a new church for the first time can be a somewhat intimidating experience. By welcoming and presenting information to visitors, without pressure, they will feel at ease to freely worship and potentially increase the likeliness for them to return.
- To equip and provide information to visitors about St. David's and connect them to others in the broader church community.
- To put into action a ministry to achieve St. David's Vision of *“To know Christ and to make Him known”* in a covenant community where no one stands alone and lives are transformed.
- Promote to our visitors that we Transform Lives at St. David's through Joyful Worship, Celebrating Community, Engaging Outreach and Lifelong Learning.

Expected Outcomes:

OUTCOMES	MEASUREMENTS
Increased worship attendance	Counts tallied at each service by Ushers
Increased membership and stewardship (treasure)	Commitments/Pledges by newcomers
Leadership development and increased participation (time and talent)	New members joining a ministry team

HOW:

Goals:

GOAL	DESCRIPTION	TIMEFRAME
Welcome visitors and those who are seeking a church home	Actively encourage team members, Vestry and Ushers/Greeters to be on the watch for visitors and greet the HEARTILY during the Peace	Ongoing
Welcome all visitors and encourage them to sign the guest book at the Welcome Desk. (Goal of 100%)	Listing visitors details: names, addresses, phone, email, how they found us	Ongoing
Every visitor that signs the welcome book receives a welcome letter	Send welcome letter and email to everyone who signs the guest book within week after visit	Ongoing
Invite all newcomers to attend Newcomer's Orientation Luncheon which is held approximately five (5) times per year.	Provide an overview of St. David's for newcomers with the staff/ministry leaders in attendance. Light lunch and childcare is provided	Ongoing at least quarterly
Recruit Welcome Team members and leadership for the 9am service	Welcome all visitors and encourage them to sign the guest book.	Ongoing

Activities:

For this ministry to be effective at St. David's, the activities for this ministry extend beyond the membership of the Welcome Team to include the Clergy, Vestry, and other ministry leaders. Below is a summary of activities conducted for this ministry, as well as those of the other contributing ministries and Clergy:

- Deliver a warm and inviting welcome to parishioners and visitors before, during and after worship services. Worship services are most likely the first exposure to St. David's that a visitor will have.
 - Prior to the service:
 - The trained Greeters and Ushers from the Worship Team will provide an initial greeting to all parishioners and newcomers as they arrive for the worship service.

- The Greeters and Ushers will assist the Welcome team by identifying new guests and connecting them with a Welcome Ministry team member.
 - During the service:
 - The Clergy will welcome visitors and ask them to “wave” if they feel comfortable with that, to help identify them. In addition the Clergy member will let them know a Vestry member will meet them at the Welcome Desk to sign our Guest Book and provide them with a “Welcome Bag” which contains information about St. David’s.
 - The Clergy will invite visitors to the Lord’s Table during the worship service.
 - Post service:
 - Clergy greets parishioners and newcomers as they exit. As visitors are identified, the clergy will direct them to a Welcome Team member for further information.
 - Vestry, if they identify a newcomer, should engage and welcome guests and direct them to a Welcome Team member for further information.
 - Trained/experienced Welcome Team members will actively seek out and engage with visitors. The Welcome Team member should encourage the newcomer to register in the Guest Book, provide them with the Welcome Bag which includes St. David’s information and baked bread from the freezer.
- Log all Guest Book entries.
- Send a Welcome Letter to each Guest Book entry within a week’s time.
- Invite and conduct at least quarterly Newcomer Orientation luncheons for all visitors who sign the Guest Book.
 - For luncheon attendees, follow up with a thank you letter.
- Provide resources to staff a Welcome Table at St. David’s festivals.
- Keep supply of “Welcome Bags” and frozen bread stocked to hand out to visitors. Includes keeping the information in the bags as up to date as possible.

Strategy:

What it is...	What it is not...
First time impression of covenant community	Only contact point for newcomers
Beginning of incorporation	Promises that cannot be kept, pressure or proselytizing
Joint effort and coordination with other ministries i.e. Communications, Vestry, Small Groups, Outreach, etc.	The only ministry responsible for incorporation
Encourage newcomer ownership, participation and commitment	Not a revolving door

Contributor to growth	Not the only outreach activity
Encourage faithful living through Five Root Values and Seven Spiritual Disciplines	Simply a “buns in seat” approach

- **Rector Support:**
 - Welcome message from the Rector or other clergy encouraging visitors’ participation and invitation to the Lord’s Table, “*Wherever you are in your spiritual journey.*”
 - Rector and members of Vestry to participate in Newcomer Orientation Luncheon for one-on-one time with newcomers
- **Vestry Support:**
 - Welcome message to newcomers during the announcements
 - Welcoming newcomers in the Narthex after the worship services and directing to welcome team member for further information

SPIRITUAL DISCIPLINES:

Spiritual Disciplines:

It supports primarily:

- Sabbath keeping – By making the newcomers feel welcome to return to St. David’s for worship.
- Sharing the story – By the Welcome team sharing their story and the newcomers sharing their stories in the Narthex or in the Newcomers Orientation, will encourage newcomers return and feel part of the community.

Through the Newcomers Orientation, in particular, newcomers are introduced to all the five root values, seven disciplines, and an overview of the ministries. In addition, they are asked if they would like to become a member of St. David’s and given an information sheet to fill out if interested.

Hebrews 13:2 – “Do not forget to show hospitality to strangers, for by so doing some people have shown hospitality to angels without knowing it.”

FINANCIALS:

Resources Required:

A budget of \$2,660.00 is requested for FY 2018.

Expenses	Requested	Basis
Welcome Letters/paper/postage/envelope	\$ 120	Historical data of approx 100 visitors/year + growth- \$1.20 ea
Welcome Orientation Invites	\$ 150	Historical data of approx 100 visitors/year + growth - \$1.50 ea
Welcome Bags and contents (Candy, Folders, Trifold insert, Bags, Quilts, Pen)	\$ 500	Historical data of approx 100 visitors/year + growth - \$5.00 ea
Welcome and Newcomer Orientation Meetings (5) - refreshments	\$ 375	Historical data of approx 100 visitors/year + growth - \$75 ea
St. David's Pens	\$ 600	\$480/300 + set up \$120
Bread for Newcomers	\$ 240	\$20/month x (12) months
Name Badges	\$ 675	Individual 6.75 each x 100
Total	\$ 2,660	

Fundraising: None

Ministry Leaders and Team Members:

Donna Martin	Donnatmartin@comcast.net	Ministry Leader
Ginny Fecteau	Ginnyf3@verizon.net	Team Member
Conrad Jones	william.jones@verizon.com	Team Member
Janie Jones	janiejones@verizon.net	Team Member
Philip Martin	Philiplmartin@comcast.net	Team Member
Karen Knox	karenknox@me.com ; office@sdlife.org	Team Member
Dee Barker	Barker699@aol.com	Team Member
Hart Asbury	hartmasbury@aol.com	Team Member
Kim Nisco	kimberlygb@yahoo.com	
Vestry	vestry@sdlife.org	Team Member

Donna Lewis	Lewis4golf@comcast.net	Team Member

Position	Welcome Committee Ministry Team Leader
Purpose of Position	Provide leadership, guidance and oversight to the Welcome Committee members. Responsible for the overall management, goal attainment and successful implementation of the Ministry Plan. Has the ability and capacity to motivate, develop and lead a team of volunteers; to communicate effectively; to gain support and resources required to ensure success.
Responsibilities	<ol style="list-style-type: none"> 1. Works with team to develop and implement ministry plan. 2. Delegate's roles, projects and activities to team members, as required. 3. Coordinates and plans team meetings, logistics, agenda. 4. Forms relationships with other ministries and programs. 5. Provides project management and scheduling of resources. 6. Acts as spokesperson and liaison with Parish staff. 7. Participates in specific team activities as needed. 8. Provides oversight and support to programs and projects. 9. Updates the ministry plan, as required. 10. Financial oversight. 11. Logs and Records Guest Book entries. 12. Provide Vestry with metrics. 13. Send Welcome Letters and invites to Newcomers Orientation Luncheon. 14. Assures the Welcome Bags are adequately supplied
Qualifications	<ol style="list-style-type: none"> 1. Demonstrated commitment to the Parish. 2. Ability to communicate to Vestry, parish and team members; the goals of the ministry. 3. Project management expertise. 4. Ability to lead and encourage. 5. Decision making
Spiritual Gifts	<ol style="list-style-type: none"> 1. Leadership 2. Communication 3. Administration
Amount of time required	3 hours per week
When ministry is performed	Daily, after worship services, monthly committee meetings, and Newcomer Orientation Luncheons (5) x per year.

Length of Commitment	2 years
Training Provided	Vestry Liaison support as needed

Position	Welcome Committee Team Member
Purpose	To participate in Welcome Committee Meetings, assist in recruitment, and welcome every newcomer to St. David's in the Narthex or Sanctuary, and support Newcomer Orientation Luncheon.
Responsibilities	<ol style="list-style-type: none"> 1. Recruit team members. 2. Capture newcomer information in the Guest Book 3. Welcome newcomers in Narthex. 4. Assist with Newcomer Orientation Luncheon as necessary. 5. Prepare newcomer packets/bags if needed. 6. Hand out newcomer packets/bags and bread. 7. Participate in Welcome Committee Meetings.
Qualifications	<ol style="list-style-type: none"> 1. Willingness to welcome newcomers. 2. Knowledge of the activities and services that St. David's has to offer. 3. Enthusiastic and outgoing personality. 4. Nurturing desire and aptitude.
Spiritual Gifts	<ol style="list-style-type: none"> 1. Evangelism 2. Hospitality 3. Leadership 4. Teaching 5. Encouragement
When ministry is performed	After Sunday services or other times as necessary. Attend committee meetings. Attend Newcomer Orientation Luncheon as necessary.
Amount of time required	30 min before/after worship services, Newcomer Orientation Luncheon as necessary (2 hours each)
Length of Commitment	TBD by individual
Training Provided	Members will need to understand all aspects of St. David's.
Responsible to	Ministry Leader; newcomers