



Main Tasks	Ideally done when?
Pulling forms from registration pads in Aldersgate and Sanctuary	Sunday, following 11am worship
Gift delivery to doorstep	Sunday of 1 st visit by 4pm

Sunday procedure:

- Pull worship Registration Pad forms from Sanctuary. The Greeters in the Aldersgate service will leave their attendance sheets on the Receptionist Desk.
- Check those who identify themselves as visitors against the printout of the Visitor Spreadsheet to see if they are First-time Visitors. Printout will be on Receptionist Desk in Church Office.
- Any First-time Visitors who shared their address: Deliver a welcome bag with church information to their door, with a Thank You for the visit. The bags and all the stuff to go in them are in the wooden cabinet in front of the Receptionist Desk. (Most people have GPS on their phone to get directions to the visitor's home.)
- Email Pastor Ross with list of those who were visited (ross@frontstreetumc.org)