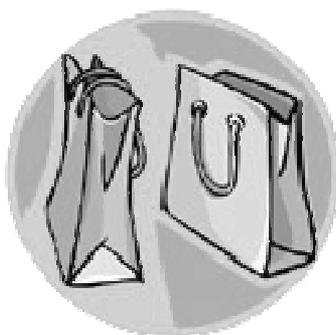


**THE
"VISITOR THANK YOU BAG"
MAINTENANCE HANDBOOK**



Peace Lutheran Church

10626 Ranch Road 620 North
Austin, Texas 78726
(512) 258-2293
peaceaustin@sbcglobal.net
www.peaceaustin.org

A Ministry of Encouragement

We treat visitors with the same all consuming love that caused our Lord to give his life for us. We welcome visitors just as we have been welcomed by Jesus Christ.

Most first time visitors to a church, who come to on their own, come as a response to a crisis or change in their life. It may be a good change, like a marriage, or a new baby, or a desired move; but it may also be a stressful change such as loss or illness of a loved one, a difficulty at a previous church, loneliness or an unwanted move. It takes courage to attend a new church. It is hoped that the greeters, the ushers and most of all the members of Peace will have helped the visitor feel welcome. The thank you bag ministry reinforces this feeling of being welcomed. It is our way of sharing God's love and making it easier for visitors to return if they wish to.

Hospitality was the sign of the people of God from earliest times. It is a ministry of care and concern. It is a natural outgrowth of our Christian love.

Acknowledgments:

The "Visitor Thank You Bag" Maintenance Handbook was prepared by Irene Beattie and the Board of Evangelism. June 2006, Updated Sept 2006, Updated May 2007, Dec 2008

Thank You Bag Coordination & Maintenance Schedule

Yearly - start in mid-late summer

- Recruit team members (send letter, then follow up with phone call)
- Train members - At training fair.
 - Update & copy Visitor Thank You Bag Handbooks.
 - Do role playing (someone who wanted to talk, some one who didn't)
 - Go over handbooks and answer questions
 - Set up teams
- Provide teams to Office Administrator for scheduling.
- Check on age of Mapsco Austin map book and purchase new book as needed.

Monthly

- Put together enough bags for the upcoming month.
- **Change out Monthly Messengers from any remaining bags from the previous month and put new Monthly Messengers in the new bags**
- Check remaining supplies and make or order or pick-up as needed

Upon Request

- If a bag can't be left, put together the contents (except for bag & candy) and mail to visitor. (Note: the items fit well in a 5 1/2" x 8 1/2" envelope and is usually about 2 ounces.)

"Thank You Bag" Content Checklist

In: Translucent Small Shopping Bag

Place:

- 1 cello bag (w/stars) of hard candy (6 pieces) tied with a ribbon
- 1 Peace magnet (laminated w/magnet on back)
- 1 Peace Bookmark (laminated)
- 1 "Thank You for Worshiping with Us" card
- 1 "Welcome to Worship" tri-fold yellow brochure
- 1 Current Peace Messenger

Sometimes there are left over items from other events. They may be added to bags as they available if they are appropriate.

Sources:

- Translucent Shopping Bags

Nashville Wraps, www.nashvillewraps.com, 800-547-9727

BCFRP 250 Buld Cub Clear Frosted, 3 mil plastic, 8" x 4" x 10"

They have some new ones made of recycled plastic that we should move to.

- Cello Bags w/stars

Nashville Wraps, www.nashvillewraps.com, 800-547-9727

C1BSG 100 Gold Stars 3.5" x 2" x 7.5" Cello Bags

- Gold ribbon, can order from Nashville wraps or get locally

- Magnet backs (business card peel and stick magnets)

- Office Max, Use Peace Number for no Tax

- 8½x11" 5 Mil Heat Laminating Sheets - Office Max (at copy center)

- Candy, purchase locally. Use good quality hard candy (not star mints). Try to mix two types (like a fruit flavor and Werthers).

Comments:

- Magnets
 - Print on heavy paper from CD file on color printer
 - Cut with paper cutter
 - Laminate as many as fit with 8½x11" 5 mil lamination sheet.
(Use Peace Preschool lamination machine)
 - Cut laminated sheet with paper cutter
 - Cut magnet back in half.
 - Peel & Stick to back of laminated card.
- Book Marks
 - Print on heavy paper from CD file on color printer
(can do front and back, may have to adjust alignment, or 1 side version)
 - Cut apart with paper cutter
 - Laminate as many as fit on a 8½x11" 5 mil lamination sheet
(Use Peace Preschool lamination machine)
 - Cut laminated sheet with paper cutter
- "Thank You for Worshiping with Us" card
 - Print on cardstock from CD file on color printer (4 per page)
 - Cut apart with paper cutter
- "Welcome to Worship" tri-fold yellow brochure
 - original in workroom, copy double sided on butter yellow paper
 - fold

Our "Visitor Thank You Note Coordinator" writes notes to first time out of town visitors. The file to print the note cards is also on the CDROM.

- "Thank You for Worshiping with Us Note Cards"
 - Print on cardstock from CD file on color printer (2 per page)
 - Cut apart with paper cutter
 - Fold in half
 - Use white 4 3/8" x 5 1/4" Invitation Envelopes with cards

Notes