

IGNITING MINISTRY WELCOMING CONGREGATION AWARD

All appendix references relate to The Igniting Ministry Planning Kit

Hearts. Minds. Doors.

HOW CAN MY CHURCH BE MORE WELCOMING?

A good place to start is with this worksheet. Please choose from the following list of tasks or functions those that are permanently placed within your church's structure. To qualify for the award the first time, you must reach a total of 100 points during the year and provide documentation (required). We'd love to see photos if possible...this gives us an opportunity to see what you are doing, as well as help us when building features for our Web site. By submitting photos, you give us permission to use them in various ways. *(Please note: Photos will not be returned).* There are **NO** deadlines for submitting this worksheet.

TASKS/FUNCTIONS with suggested documentation	Point Value	Points Earned	Date Completed	Documentation Attached
1. Welcoming coordinator/team (see description of duties in appendix B1) <i>e.g., team roster</i>	25			<input type="checkbox"/>
2. Church brochure <i>e.g., copy/sample</i>	10			<input type="checkbox"/>
3. Welcoming training using IM resources (at least 1 annually) such as <i>Beyond 30 Seconds/Planning Kit/Training/IM Training event.</i> <i>e.g., list of attendees (provide actual count)</i> <i>1 point per person newsletter article/handouts from event, etc.</i>	25			<input type="checkbox"/>
4. Participate in September Open House Month <i>e.g., sample articles/photos</i>	15			<input type="checkbox"/>
5. Hold a community event <i>e.g., sample articles/photos/flyers</i>	20			<input type="checkbox"/>
6. Guest material packet <i>e.g., sample packet enclosed</i>	10			<input type="checkbox"/>
7. Welcoming Center <i>e.g., photos/sample literature</i>	10			<input type="checkbox"/>
8. Church cards (see page 6A.14) <i>e.g., business cards/invitations</i>	5			<input type="checkbox"/>
9. Designated guest parking <i>e.g., photograph</i>	5			<input type="checkbox"/>
10. Greeters <i>e.g., team list/photo/bulletin</i>	5			<input type="checkbox"/>
11. Quarterly greeter/usher training (refresher) <i>e.g., promo materials/handouts/list of attendees (5 points per training)</i>	5			<input type="checkbox"/>
12. Intentional seating of guests <i>e.g., explain procedure or instructions given to ushers/bulletin if listed</i>	5			<input type="checkbox"/>
13. Name badges for congregation (optional for guests) (Worn for any on-site event/Worn at least one Sunday a month/3 points each month) <i>e.g., photo of board/sample tag</i>	3			<input type="checkbox"/>
14. Guest register (not registration of attendance) <i>e.g., photo of area</i>	10			<input type="checkbox"/>
15. Church newsletter sent to guests <i>e.g., sample</i>	10			<input type="checkbox"/>
16. Clergy follow-up – first week <i>e.g., sample letter or card</i>	5			<input type="checkbox"/>
17. Clergy follow-up – second week <i>e.g., sample letter or card</i>	10			<input type="checkbox"/>
18. Laity follow-up – first week <i>e.g., sample letter or card</i>	5			<input type="checkbox"/>
19. Laity follow-up – second week <i>e.g., sample letter or card</i>	10			<input type="checkbox"/>
20. Guest Welcoming gift (see IgnitingMinistry.org/welcoming) <i>e.g., photo of mug, church magnet, bookmark (1 point per guest)</i>	1			<input type="checkbox"/>

For more ideas and to view certified churches, go to www.IgnitingMinistry.org.



TASKS/FUNCTIONS with suggested documentation	Point Value	Points Earned	Date Completed	Documentation Attached
21. Facility tours for guests <i>e.g., photo, promo article, announcement, script (1 point per guest)</i>	1			<input type="checkbox"/>
22. Map of facilities posted <i>e.g., photo/sample</i>	5			<input type="checkbox"/>
23. New classes and groups for guests and newcomers (such as newcomer orientation) <i>e.g., newsletter article, photos, etc.</i>	10			<input type="checkbox"/>
24. Invitational program ("Fran Plan"/door hangers) <i>e.g., samples, photos, promo pieces</i>	25			<input type="checkbox"/>
25. First-impression renovation ie: landscape/entry <i>e.g., photo of area(s)</i>	10			<input type="checkbox"/>
26. Welcoming sign at street <i>e.g., photo</i>	5			<input type="checkbox"/>
27. Mystery Guest Audit (appendix C2) <i>e.g., send copies</i>	20			<input type="checkbox"/>
28. Interior signs (i.e., classrooms, restrooms, nursery) <i>e.g., photos</i>	5			<input type="checkbox"/>
29. Newcomer participation in small groups or Sunday school class <i>e.g., list or group name, etc. (1 point per guest per group)</i>	1			<input type="checkbox"/>
30. Conducted Friendliness Audit (page 6A.12) <i>e.g., copies of audit</i>	20			<input type="checkbox"/>
31. Yearly documentation of first-time attendees (goal: 10% of average worship attendance) <i>e.g., list</i>	20			<input type="checkbox"/>
32. Active and up-to-date Web site <i>e.g., URL provided</i>	10			<input type="checkbox"/>
33. A welcoming message on your home page <i>e.g., URL provided</i>	15			<input type="checkbox"/>
34. Complete evaluation of printed materials (appendix C6) – includes "Open hearts" promise on materials <i>e.g., samples (1 point per item with "Open hearts" promise)</i>	1			<input type="checkbox"/>
35. Weekly hospitality time (refreshments) <i>e.g., photos</i>	20			<input type="checkbox"/>
36. Transportation to church provided <i>e.g., mention in bulletin/photo of bus</i>	10			<input type="checkbox"/>
37. Utilized IM resources (Planning Kit/Beyond 30 Seconds, banner, etc.) <i>e.g., promo materials/handouts/group roster</i>	25			<input type="checkbox"/>
38. Accessibility/Inclusivity (i.e., hearing devices, ramps, parking) <i>e.g., photos/bulletin articles, etc.</i>	15			<input type="checkbox"/>
39. Newcomer-friendly worship bulletin <i>e.g., sample</i>	15			<input type="checkbox"/>
40. Other Activities (please explain) *For point value on this section, call us toll-free (877) 281-6535, and dial "0"				
(100 points minimum) TOTAL POINTS =				

Those churches certified as welcoming communities will receive an honorary plaque and a special designation in the Find-a-Church database, which newcomers can access through www.UnitedMethodist.org

Church Name: _____ Conference: _____ District: _____

Contact Person: _____ Year Applying For:(1st, 2nd, 3rd, 4th)

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Web site: _____ Email Address: _____

I have seen this form and confirm the information listed here.

Return signed form and documentation to:
UNITED METHODIST COMMUNICATIONS
Igniting Ministry—
Attn: Welcoming Certification
PO Box 320
Nashville, TN 37202

District Superintendent (sign)

Print Name Here

Date

