

## **How to Help People Feel Welcome**

Results of Small Group Leaders Meeting (August 2015)

1. We will use nametags the first few weeks we have new people.
2. We text or email to give members a heads up that visitors are coming
3. Wife leader follows up with female visitors by phone and meets with them for coffee
4. We put together gift bags for visiting women.
5. Wife prints address labels and gives out note cards to ladies to help them encourage one another.
6. Leader designates people to talk with visitors so they are welcomed.
7. Leader introduces new people to the group with a few brief facts.
8. If the group breaks into laughter at something that is sort of inside info or joke, Leader stops to explain to the new person so they feel included.
9. During prayer time, the leader goes first to share.
10. Leader sends handmade cards to visitors.
11. Leader texts individually about the visitor's prayer request.
12. Leader gets the phone number and birthday of visitor.
13. Small group has a meal together before the meeting.
14. Leader tries to be the first to introduce himself and then take visitor to meet the next person.
15. Leader explains the schedule of events. (What to expect.)
16. If the contact comes through InFellowship, Leader emails a few times before the person comes to the group the first time.
17. Leader asks: How can we pray for you.
18. Leader engages the new person first at the end of small group.
19. Leader goes to the hospital if person is having surgery.
20. Leader invites visitor to a meal before the group.
21. Leader lets visitors know it's a participatory group, they can't pass on ice breakers but on other things.
22. Leaders make sure host family knows to expect new people.
23. Have a meal and ask new people to help serve.
24. Call the new people by name so that it will help you and the others to remember it.
25. Do an easy ice breaker.
26. Explain the way small groups at GFC work (Four W's, etc.)
27. Follow up at the end of the week with the newcomer telling them you hope to see them next week.
28. A little background music can ease tension if the new person is first to arrive.
29. Have food.
30. Let the visitor know ahead of time where to park and what the group is studying.
31. Clear a spot for them to sit.
32. Tell them they don't have to talk.
33. Offer something to drink.

34. Let them know they can pass if they want to.
35. Be open yourself.
36. Use humor
37. Draw them in, introduce them, thank them for coming, include them in conversation.
38. Have them for dinner one on one.
39. Leave them the best parking spot.
40. Hug them. (Pam Glenn)
41. Introduce them to someone they have something in common with and get them started by telling them about it.
42. Leave the front door open.
43. Clue them in on what they should help themselves to. Location of bathroom, where to put coats, childcare area, etc.
44. Give time to socialize before starting group.
45. Ask open-ended questions.
46. Smile
47. Show interest in them.
48. Welcome their kids.
49. Draw them into the meeting room.
50. Have a full dinner that small group night.
51. Designate greeters who are outgoing to free leader to engage people one on one.
52. Adjust questions to the level of comfort of your visitor. (This is a judgement call for the leader.)
53. Pray for new people to come.
54. Be aware of lights, smells and sounds.