
NEW MEMBER INITIAL CONTACT

INITIAL WELCOME EMAIL INCLUDE ALL LOGISTICAL INFORMATION

Start the email with a short introduction that includes the leaders name, the groups stage of life, day and time of gatherings and a simple "Welcome to the group!" Give a brief explanation of what to expect for the first meeting; this should include start time, meeting address, and what to bring. Lastly, ask them to respond!

FOLLOW UP TEXT MESSAGE SEND THIS TEXT

I'm _____, your Heights Life Group leader! I just sent an email with group details. Respond when you get it, thanks!

FOLLOW UP PHONE CALL GIVE A FEW DAYS SPACE

If there is no response to the email or text in 3-4 days, call and check in with them. Leave a voicemail if they don't answer.

NEXT STEPS FROM GROUP MEMBER RESPONSES:

Committed to Group: Continue as planned.

Not Going to Join Group: Let the Life Groups Team know.

No Communication or Response: Let the Life Groups Team know.