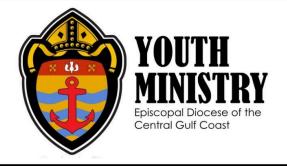
FOR YOUTH MINISTRY



There are of course, a variety of ways to handle these calls. Ministry Architects regularly assists its client churches in developing plans like these to help youth staff effectively and confidently develop an accurate database all the while building rapport with youth and their families. For more information on becoming a Ministry Architects church please contact us at (877) 462-5718 or info@ministryarchitects.com.

A WORD BEFORE GETTING STARTED

If calling people whom you don't know feels a little awkward to you, that's just proof that you have a pulse! As a youth ministry staff, we are committed to knowing our families, letting them know that their church family loves them. Our team does a great job at welcoming families when they show up to our church. Now, we'll be taking the next step of staying in touch with our families, even (especially!) when we don't see them for a while.

It all starts with getting a clear picture of who our families really are, and that's what this series of calls is all about. Your mission, as the coordinator of your area (junior high, senior high) is to gather accurate contact information for all our families and to help us identify those families who no longer consider themselves a part of our church family. Developing an accurate database will be invaluable, not just for our work as staff but also for the volunteers who serve alongside us.

What follows is a sample script to help you in making these calls. The key though is not that you say it just the right way, but that you effectively gather the following information:

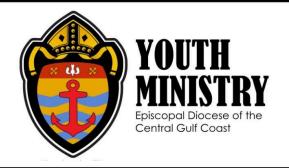
- Checking and editing all contact information on the spreadsheet.
- Identifying anyone on the list who indicates that he or she no longer wants to be considered a part of our church family.

It's likely that it will take several attempts with most families, so don't give up! We can do this!

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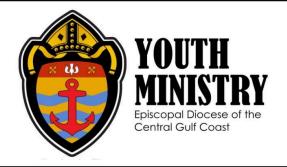
FOR YOUTH MINISTRY



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FOR YOUTH MINISTRY



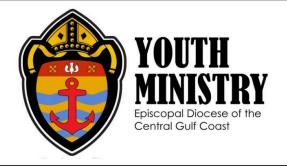
SAMPLE SCRIPT

Hi, this isserving as the coordinator introduce myself to you are family.	with the your of the nd just confirm that we	ministry this	year and wanted to
like me to call back	talking to someone): and just leave my que when you have time? C	estion on your ansv	wering machine, and
` •	e to talk): This is the in on on our spreadsheet		,
that. Are you sayin would you like to c Your son/daughter I hope you'll consid		remove you from the firm the f	ne mailing list, or oing on at our church? in (place). on again. Please feel
son/daughter (read favor of giving me is and	a message): This is the information on ou a call back and letting in the mail isavailable when you ca	r spreadsheet). Wo me know if we've o Feel free ju	ould you do me the got it right? My number

PROVIDED BY



FOR YOUTH MINISTRY



What to do with the information you gather

When you discover changes that need to be made to the contact information for a child in your department, make those edits in red in your own copy of the database and send those changes to [appropriate person]. [Appropriate person] will make changes to the master database. If a family indicates that they no longer would like to be included in the church mailing list or membership, remove them from your database and let ______ know, so that he/she can follow up with the family to confirm.

If a family indicates that they no longer wish to be included in the church membership but would like to remain on the mailing list, indicate that information to _____ and she/he will add them to another list.

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