



CLIMBING **THE** ASSIMALAYAS

**BECOMING SHERPAS IN PEOPLE'S
JOURNEY TO CONNECT**



CHECKLIST FOR ASSIMILATION FOLLOW UP

(1ST TIME GUESTS THROUGH SMALL GROUP AND VOLUNTEER PLACEMENT)



This is a checklist currently used for following up and placing guests at Eastside Christian Church in Anaheim California as of January 2019.

First Time Guests

- Guests exchange their contact info for a gift at in the lobby.
- At that location, guests are invited to check the box on their card if they are interested in Next Steps or whatever your Assimilation Program is called.
- Volunteers write hand-written notes to guests they greeted and include a gift card to our Cafe (mailed on Wed so they are received on Fri or Sat)
- Child check in is used as a place where families with children can exchange their contact info for a free gift. Children's ministry follows up with their own email. Young families are the only ones in worship walking in with the gift and are given special treatment by greeters and ushers.
- Admin sends welcome email from Campus Pastor/Lead Pastor on Tuesday.
- An out of town guest email is used as needed. Gift card to Cafe is given to all out of town guests along with the free gift when they turn their card in.
- Email sent to first time guest families from Children's Ministry coordinator on Tues.
- First time Guest Surveys are tabbed & shared with Directors. The link to this survey is on all welcome emails.
- Next Step/Assimilation Program confirmation email is sent to those who check the interest box on their card by Tuesday.

Second Time Guests

- Gifts cards are used at our Cafe by 2nd time guests.
- Assimilation Director gets a monthly account of # of gift cards used so that 2nd time visits are tracked.

Third Time Guests

- Weekly report ran for Child checkin that took place 3 times in a 2 month period from the same family.
- 1 minute video email is sent from Lead/Campus Pastor to 3rd timers to invite to Next Steps/ Assimilation Program.
- 1 minute video email is sent from Lead/Campus Pastor to families with children returning for the 3rd time within a 2 month period. The video is of the Lead or Campus Pastor inviting them as a young family to Next Steps/ Assimilation Program

First Time Decision follow up

(Those who check the box "I have decided to become a follower of Jesus" on the Connection Card)

- Those with emails are sent an email congratulating them and inviting the to Next Steps/Assimilation Program.
- Those without emails are phoned or texted using google voice phone number.

Baptism Requests From Connection Cards

- Email sent by Tuesday expressing enthusiasm and connecting them to Baptism coordinator for scheduling and any other follow up.
- Baptism coordinator follows up by email or phone call to schedule within 24 hours of email.

Baptism follow up

(All these responses require checking guests profiles on the database and inviting all who have haven't been to Next Steps to attend the following weekend.)

- A hug and a "First Step" bracelet is given after baptism with a tag hanging from it encouraging them to take their next step at your assimilation program.
- Photos/videos of their baptism links texted/emailed the day of their baptism.
- Calls/Google Voice text follow up is assigned on Tuesday to invite them to your assimilation program.
- Calls/Google Voice Text follow up is done by Friday to invite them to your assimilation program.
- Video email from Lead/Campus Pastor is sent Wednesday inviting them to your assimilation program.
- Baptism Certificate along with a letter inviting them to Next Steps/Assimilation Program is sent 10 days after.

Next Steps/Assimilation Program

- Guests are greeted at the door and given a backpack with materials in it. They are assigned a table to sit at with other people in a similar life stage.
- Guest attendance is recorded each week and diplomas are printed and filed alphabetically for all 3rd timers so that they can receive it when they attend their 4th/last time.
- Mid week emails send to attenders by Tuesdays encouraging them with their assignments and giving them links to videos to "Go Deeper" on certain topics.
- Email with small group recommendations and leader email info sent to all those who fill out Small Group request form. Small Group Leaders with groups who fit the criteria indicated on these forms also reach out from their end that week.
- Graduate survey sent to each guest, now member, upon completion.
- Admins from each department contact prospective volunteers who signed up with a job description and qualifications by Wednesday.
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I hope this checklist provides value to you, your team and your church as you connect with guests in the season ahead. To continue building your assimilation strategy, here are 5 more resources:

1. The "Climbing the Assimilayas" website where I regularly post assimilation learnings to resource those who [subscribe](#). Another free checklist for how to build your assimilation program and processes is downloadable when you subscribe.
2. A post revealing how [we are Sherpas](#), helping others ascend the summit of full connection to our churches.
3. Information regarding 2-day [Base Camps](#) for leaders and church staff teams to form more effective assimilation strategies for their ministries.
4. How to take a [6-session Climbing the Assimilayas Video Course](#) to help church staff and their teams create a successful 4 part strategy for connecting guests.
5. [Online consulting sessions](#) for church leaders

Where has your journey as a Sherpa led you? I would genuinely love to know who you are and what you are about as well. Let me know [here](#).

See you on the climb,
Greg