



PROSPECT COORDINATOR

Did you know?

According to Lifeway Research, "Almost 90% of guests will return to visit a second time if someone follows up with them on the same day of that first visit."

According to church strategist Tony Morgan, "The likelihood of a first time guest becoming a member increases to 50% when they are invited to a small group."

Big Idea

Following up with guests and prospects, especially first-time guests, is an essential part of the ministry that occurs in your Bible Fellowship.

The Bible admonishes the body of Christ to not neglect the showing of hospitality (Hebrews 13).

"Keep on loving each other as brothers and sisters. Don't forget to show hospitality to strangers, for some who done this have entertained angels without realizing it!" (Hebrews 13:1-2)

What is the purpose of the Prospect Coordinator?

- To follow up with visitors.
- To give leadership and vision to the group having a REACH mindset.
- To coordinate the follow-up of group visitors
 - Follow up with people who visit the group
 - Follow up of prospects from Minister assigned to the group
 - Sharing testimonies during group time
- Works with Director to regularly invite assigned prospects to your group (leverage group reports from Minister, etc.)
- Ensures that all contacts made are communicated to the Division Minister.
- Sets an example by being personally involved in sharing Christ with others and enlisting people for group and church membership.

The Playbook

- First Visit to Group
 - Make sure each visitor fills out a Group Registration Form
 - Return the white copy to group folder. Make sure you and the Director have a copy or take a picture of the form.
 - Call, text, and email each visitor during the week to follow up (invite them to a meal to connect with them during the week).
 - Keep record of contacts
- Recurring visit to group
 - Invite them to join the group
 - Make sure they fill out and "check the box" to join the group on the Group Registration Form
 - Make note of the recurring visit on the group contact sheet
 - Keep following up with them outside of group time



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- **Group Social**
 - *Make sure group visitors and prospects are invited to a group social (group socials should occur several times a year) which can be leveraged for outreach.*
- **Six-Week Report**
 - *Call everyone on the roster who is not a member*
 - *Make notes concerning contacts (prayer requests, comments, concerns, etc.)*
 - *Try to make three points of contact. If unable to contact, make notes and share with Divisional Minister.*

Best Practices (pre-visit)

- *Have an "elevator speech" ready to describe your group (1-2 sentences)*
- *Know your group location and are able to communicate it to someone effectively*
- *Be familiar with other church ministries that are important to your group demographic*
- *Offer to meet people before group time to walk them down, introduce them to people, and connect with them outside of group time*

Best Practices (post-visit)

- *Make sure to follow up with guests (the same day would be most effective)*
- *Ask open ended questions that require more than one word answer*
- *Reach out more than one time and in different ways (call, text, social media, face to face, etc.)*
- *Invite other people from your group to help in reaching out to guests*
- *Don't give up on people!*

Don't forget!

PRESTONWOOD BIBLE FELLOWSHIP INFORMATION
PLANO CAMPUS *(Please Print)*

Last Name: _____ Today's Date _____

First Name: _____ M F Date of Birth ____/____/____ Here Today? Yes No

Spouse's Name: _____ M F Date of Birth ____/____/____ Here Today? Yes No

If Applicable
 Check all which apply: Married Single Separated Engaged Single Parent Widowed _____

Address _____ Apt. _____
 City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____
 E-Mail _____ Spouse E-Mail, if applicable _____

Active in another church? No Yes If yes, what church? _____

Please check all that apply:

| | |
|---|--|
| Church Information | Class Information |
| <input type="checkbox"/> First Visit to Prestonwood Baptist Church | <input type="checkbox"/> First Visit to This Class |
| <input type="checkbox"/> Return Visit to Prestonwood Baptist Church | <input type="checkbox"/> Return Visit to This Class |
| <input type="checkbox"/> One Time Visitor. Guest of _____ | <input type="checkbox"/> Want to Become a Member of This Class |
| <input type="checkbox"/> New to Area/Moving to Area | <input type="checkbox"/> Transferring from _____ Class |

In your opinion, what does it take for a person to go to heaven? _____

Class Director/Administrator to complete the following information for the person(s) named above:

DIVISION: _____ TEACHER/CLASS NAME: _____ CLASS TIME: _____ ROOM: _____

Follow-Up by: _____ Comments: _____ Minister's approval for drop: _____
If dropping, reason for drop: Moved out of area Joined another church Other _____
 Top copy: Membership Services Bottom copies: Class Leadership