

## **Ignite Non-Member Congregations Check List**

- ❖ Determine who will make the visits to each non-member congregation in your circuit. You will want to work with your circuit board on this.
- ❖ Send the “request letter” to the pastor of each congregation.
- ❖ A week or two after sending your request letter follow up with the pastor in an email and schedule a time for the short presentation. If you receive no response, try phoning.
- ❖ Send confirmation e-mail with your audio/visual requirements for the presentation. If you will be using your laptop or tablet device, make sure you have the necessary adapters and cords for the digital projector.
- ❖ If the congregation has coffee fellowship, ask if it would be possible to set up a small LWMS display in that area. Use one of the table flag display sets from Central Office and a “Guess the Countries” handout.
- ❖ Get full-color LWMS fliers to the congregation in plenty of time to be inserted in the worship folder of the scheduled date of the presentation.
- ❖ Attend worship and give the presentation. Remember to keep it under 10 minutes including the three-minute Reach Out video!
- ❖ Make sure the pastor and/or the women’s group leader has a copy of the “What’s Next” document.
- ❖ Take along Mission Offering Boxes in case anyone asks for one!
- ❖ Send a thank-you e-mail. If they do not become a member, make plans to follow up.