Visitors Captains

Thank you so much for your faithful service to our Lord! Your part in the meetings this week is <u>very</u> important!

Please try to be at the church no later than 30 minutes before each meeting begins, as well as a few minutes following the close of each service.

<u>Please note the following tips for keeping track of visitors:</u>

- 1. A visitor is someone who has not been to your church for a month or more (even if they are members).
- 2. Visitors need to be here at least by the <u>start</u> of the message time and should be here for a majority of the service, to be counted for the "Visitors Contest." Those who come in later should be welcomed, but not recorded for the "Visitors Contest."
- 3. If someone has a visitor, print *their* first and last name in the *left* column (the "Inviters List"). Print their visitor's first and last name in the right column (the "Visitors List"). Each line should contain only one visitor.
- 4. If someone has more than one visitor, list their visitor's first and last names (one right after the other) and place a number in front of each name (see below sample). Circle the number of their last visitor so we will know how many visitors they have for the night.

<u>Daily Vi</u>	sitors List
Su	nday
<u>Inviters</u>	<u> Visitors - ALL Ages</u>
(print first and last name)	(print first and last name - ONE per line)
Sam Tucker	1 <u>Devin Williams</u>
	2 <u>Jane Blake</u>
	3 Tommy Nelson
Rachel Meyers	①Elizabeth Moore
<u>Joshua Smith</u>	1 John Robinson
	2 Tim Reynolds

- 5. A visitor can only be counted once for the week. Visitors can also bring their **own** visitors, as long as they come and introduce them to you.
- 6. If someone tells you that they forgot to record their visitors for a *previous* night, you should not go back to record those visitors, unless you (or someone on staff) remember seeing them. Also, a person cannot be invited, who is already present.
- 7. After you have listed a person's visitors, encourage them to go to the registration table so they can register and be entered into the drawing.
- 8. If two or more people try to claim the **same** visitor, ask the *visitor* who invited them <u>first</u>, and whoever they name, is the one who gets credit for the visitor (even if they came with someone else).
- 9. We will need all of the visitor sheets by the start of the review game each evening.

We look forward to ministering with you this week!

Daily Visitors List Sunday

<i>Inviters</i>	Visitors - ALL Ages
<u>Inviters</u> (print first and last name)	Visitors - ALL Ages (print first and last name - ONE per line)
	
	

Daily Visitors List

Monday

Visitors - ALL Ages (print first and last name - ONE per line) <u>Inviters</u>

Daily Visitors List Tuesday Visitors - ALL A

Inviters	<u> Visitors - ALL Ages</u>
<u>Inviters</u> (print first and last name)	(print first and last name - ONE per line)

<u>Daily Visitors List</u> Wednesday

<i>Inviters</i>	Visitors - ALL Ages
<u>Inviters</u> (print first and last name)	<u>Visitors – ALL Ages</u> (print first and last name - ONE per line)

Daily Visitors List Thursday Visitors - ALL A

Inviters	<u> Visitors - ALL Ages</u>
<u>Inviters</u> (print first and last name)	(print first and last name - ONE per line)
(print first und last hame)	(print first and last hante - ONE per line)

Cumulative Totals

Please enter each name only <u>ONCE</u> for the week.

<u>Inviters</u> :	Sun.	Mon.	Tue.	Wed.	Thurs.	Totals
		Total	visitor	s for th	ie week	

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Cumulative Totals

Please enter each name only <u>ONCE</u> for the week.

<u>Inviters</u> :	Sun.	Mon.	Tue.	Wed.	Thurs.	Totals
		Total	visitor	s for th	ie week	

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