

Visitors Captains

Thank you so much for your faithful service to our Lord!
Your part in the meetings this week is very 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.

Please note the following tips for keeping track of visitors:

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 start 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 Visitors List</u>	
Sunday	
<u>Inviters (17 Year Old's and Down)</u> <i>(print first and last name)</i>	<u>Visitors - ALL Ages</u> <i>(print first and last name - ONE per line)</i>
Sam Tucker	1 Devin Williams
_____	2 Jane Blake
_____	③ Tommy Nelson
Rachel Meyers	① Elizabeth Moore
Joshua Smith	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 **first**, 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!

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<u>Daily Visitors List</u>	
Sunday	
<u>Inviters (18 Year Old's and Up)</u> <i>(print first and last name)</i>	<u>Visitors - ALL Ages</u> <i>(print first and last name - ONE per line)</i>
Sam Tucker	1 Devin Williams
_____	2 Jane Blake
_____	③ Tommy Nelson
Rachel Meyers	① Elizabeth Moore
Joshua Smith	1 John Robinson
_____	② Tim Reynolds
_____	_____

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