

## **REQUEST TO JOIN: Church Center Groups**

When your group is visible in Church Center, we make it easier for people to discover your group and take a next step toward connecting. A timely, personal response to their request can help a prospective group member feel welcomed and encouraged from the beginning.

### **View and Respond**

- When you receive a membership request:
  - Open Church Center, select your group, and click **Members**.
  - Review the request and access the person's contact information.
  - Within **72 hours**, please either reach out personally or have one of your group members reach out by phone, text, or email (See sample scripts below). Welcome them, answer any questions, and invite them to the next gathering. If you're comfortable, offer to meet for coffee or a meal, or to connect briefly before their first group meeting.
  - Approve or decline the request in Church Center, as appropriate.
    - **Approve** the request when the person has expressed interest in participating, understands the group's purpose and expectations, and appears to be a good fit for the group.
    - **Decline** the request if the individual decides not to join your group, or if you've kindly explained that your group is for a different life stage and have connected them with a group that would be a better fit. If you have any questions or concerns or would like help, please reach out to [adults@centralbcs.org](mailto:adults@centralbcs.org).
- After their first visit, follow up to thank them for coming, ask about their experience, and invite them to return.

### **Sample Scripts**

#### **Phone Call/Voicemail:**

Hi [Name], this is [Your Name] from [Group Name]. I saw that you were interested in joining our group, and I wanted to personally reach out and welcome you. We meet [day/time] at [location], and our next gathering is [date].

I would love to answer any questions you may have and help you get connected. If you are interested, we could also connect briefly over coffee before the next meeting.

Feel free to call or text me back at [phone number]. I look forward to hearing from you!

#### **Text:**

Hi [Name]! This is [Your Name] from [Group Name]. Thanks for your interest in joining us! We meet [day/time/location], and our next gathering is [date]. Would you be available

to connect briefly by phone or over coffee this week? I'm available to answer any questions via text as well

**Email:**

Subject: Excited about your interest in the [Group Name]!

Hi [Name],

Thank you for your interest in joining [Group Name]! My name is [Your Name]. I would be glad to help you get connected to our group. Would you be interested in connecting briefly by phone, meeting for coffee, or talking before then?

Our group meets [day/time/location]. We are currently [briefly describe the study, group focus, or typical gathering]. We would love to have you visit and see whether the group is a good fit for you.

Please feel free to reply with any questions.

Looking forward to meeting you!

[Your Name]

[Phone number, if appropriate]

[Group Name]