



New Beginnings
FELLOWSHIP CHURCH

NEW BEGINNINGS FELLOWSHIP CHURCH
FOLLOW UP MINISTRY
POLICIES AND PROCEDURES

REVISED 01-29-2024



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VISION STATEMENT

New Beginnings Fellowship Church is a ministry that has been built on principles driven by the Word of God. "Therefore, if anyone is in Christ, he is a new creation; the old has gone, the new has come!" (2 Corinthians 5:17) It is a place where those who are lost, troubled and broken can find strength and healing to their souls. Our environment is one where everyone can feel the love and warmth of God through the Pastor, membership and His Holy Spirit. We are a people who honor God and meet the needs of His Children with the highest level of excellence, integrity and respect.



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PURPOSE



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FOLLOW UP MINISTRY

Purpose:

Scripture: 1 Peter 5:2-3 (New International Version)

“Be shepherds of God’s flock that is under your care, serving as overseers – not because you must, but because you are willing, as God wants you to be not greedy for money, but eager to serve; not lording it over those entrusted to you, but being examples to the flock”.

Follow Up Ministry Vision: Connect new members and existing members to other ministries and members of the church, while assisting them in meeting internal and external needs by allowing them to participate more fully in the spiritual growth process.

Follow Up Ministry Mission: Reach new members through multiple points of contact to encourage participation in New Members Classes whereby they can discover God’s purpose, serve in ministry, create bonds with other believers and grow in spiritual maturity whereby they can experience spiritual growth.

- Our ministry responsibilities are fulfilled during the week and on weekends when it is best suited for the volunteer’s time schedule.
- You may reach the members by telephone, email, and text messages. We would prefer the first point of contact to be by phone. **ALWAYS REACH MEMBERS AT A REASONABLE HOUR PLEASE! No earlier than 9:00am and no later than 8:00pm.**
- Lists of new members names, email address and phone numbers are distributed to volunteers monthly. Lists are sent out by email toward the end of the month.
- You will start to contact your assigned members upon them finishing up the 30-day process with the New Member Assistance counselors.
- You will be in contact with the new member for the next 60 days unless additional services are needed.
- **Please encourage the members to get involved in Life Groups.**

YOUTH CHILDRENS CHURCH SUNDAY DURING THE 11:00AM SERVICE

- **For teenagers, please ask if they know about NewB Nation. Ask if children (3-12) received a YOUTH PACKET? If not, please let Sister Sharon Jenkins know. Children must be 3+ to attend.**

FOLLOW UP CALL PROCESS

1. Receive your lists of members needing to complete or have completed New Member Classes.
 - A. New Members classes meet **in person every second Sunday & VIA zoom every fourth Saturday of the month from 9:00am – 11:00am. Remind them that they would be able to attend the 11:00am service right after class.**
 - B. Those that sign up for online classes can go online to Newbindy.org. the direct link is: **<https://www.newbindy.org/newmembersclass>.**
2. Place your reminder calls within 5 days but at least 2 days before class. Be sure to document when you call and the results of your contact. Please see attached contact form.
 - A. Date of contact.
 - B. Did you reach the new member, or did you leave a message?
 - C. Was it the wrong phone number and email address.
 - D. What needs does the new member have? How can we assist them? How can we pray for them? Did you provide them with contact information for the need? **Please remember that if you are uncomfortable praying or providing resources you can let them know that someone from the church will reach out to Pastor Alexia. Pastor Alexia will make sure that they are taken care of.**
 - E. Let the new members know that if they have any additional questions that you are unable to answer they can call the church @317-891-3320.
3. You will be notified of the new members that have completed the New Members Class as well as those that have not attended. Those that have not attended PLEASE REMIND THEM TO ATTEND AND PROVIDE DATES.
4. Once you have made your monthly calls, please submit the copy by emailing to the Assimilation@newbindy.org or leave a copy in the white folder located in room #134. The folder will be labeled Follow Up Ministry! See attached form that you will be filling out and returning upon completion.

By signing this form, you are confirming that the process to execute the ministry responsibilities have been explained and understood. You agree to serve this ministry as unto the Lord with excellence! If you have any questions and or concerns, please reach out to Minister Shereasher Mcdonald @ 317-362-8710.

Name: _____ Date: _____

FOLLOW UP CALL SCRIPT

Greeting:

Hello, this is (Your Name) from New Beginnings Fellowship Church! I am calling on behalf of our Pastor James Anthony Jackson! I am just touching base to see how you are doing and how we can better assist and let you know what is going on at NewB. How are you?

- GIVE THE NEW MEMBER TIME TO RESPOND

Response: has the new member shared anything with you that is important (death in the family, need help with resources, having a hard time, need prayer?) let them know that you heard them.

Information: I wanted to remind you of the New Members class..... This is the time that you let the new member know what is going on in the Life Ministries as well as the church (monthly announcements). This information is found on the church WEBSITE.

THINK ABOUT WHAT INFORMATION APPLIES TO THIS PARTICULAR MEMBER.

Close: Thank you for taking the time to speak with me. Please be aware that I will be in contact with you for the next 60 days to pray and assist with any questions and or concerns. If you have any additional questions before then please call the church at 317-891-3320. Thank you!

SMILE AND LET YOUR PERSONALITY SHINE THROUGH. JUST PRAY AND SPEAK FROM YOUR HEART AND ALL WILL BE WELL! CALLS SHOULD NOT LAST MORE THAN 15 MINUTES

FOLLOW UP SHEET 2024

DATE: _____

FOLLOW UP COUNSELOR: _____

NEW MEMBERS NAME: _____

HOW MANY TIMES DID YOU CALL: _____

CHECK IF WRONG #: _____

HOW MANY TIMES DID YOU EMAIL: _____

CHECK IF WRONG EMAIL: _____

COMMENTS:

PLEASE LIST ANY CONCERNS YOU MAY HAVE OR ANYTHING THAT WE MAY NEED TO FOLLOW UP ON UPON COMPLETION OF 60 DAYS.

- You will be assigned a New Member for the next 60 days. Utilize what the new member talks about for your following calls. Refer the New Member to the CHURCH office if they have questions that you are not able to answer.
- ENCOURAGE THE NEW MEMBER TO TAKE THE NEW MEMBERS CLASS IF THEY HAVE NOT ALREADY COMPLETED. ENCOURAGE THEM TO GET INVOLVED AND JOIN A LIFE GROUP.
- PLEASE SEND THIS FORM TO SHEREASHER MCDONALD UPON COMPLETION AS OUR PASTOR DESIRES TO KNOW HOW THINGS ARE GOING WITH THE NEW MEMBERS. SEND TO ASSIMILATION@NEWBINDY.ORG. OR TEXT TO 317-362-8710.
- SMILE, PRAY AND ENCOURAGE!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!