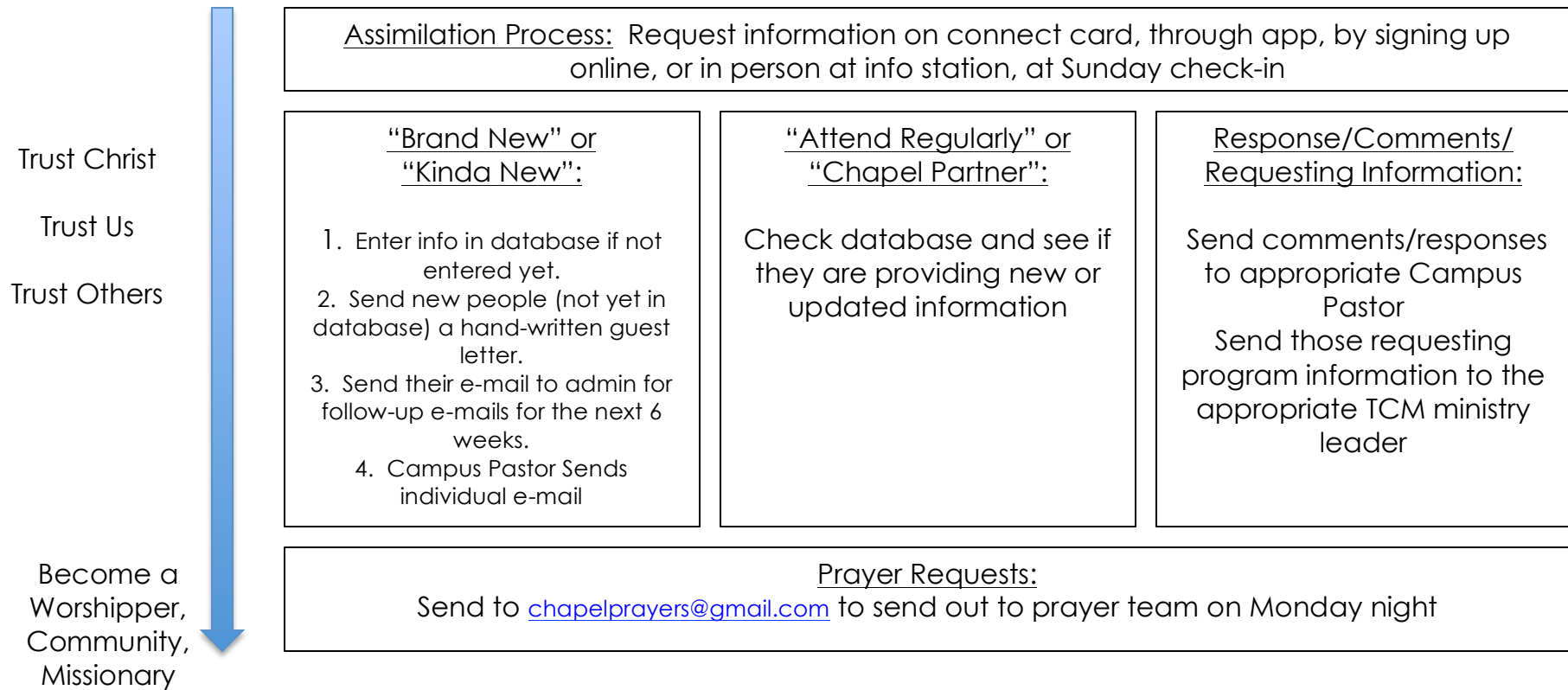


The Chapel Ministries Assimilation Process



Assimilation E-mails



Multi-Campus Alignment- Assimilation

Assimilation Process:

- Campus Staff (Monday morning):
 - o Office volunteer processes cards and app submissions according to the chart above
 - o Office volunteer writes and sends first time guest letters
 - o Office volunteer keeps database updated
 - o Admin sends and keeps up with assimilation e-mail process and removes people from the list who have visited 6 months ago.
 - o Collects registrations from first time registrations in children's ministry and treats them as first-time guests

- Chapel Ministries Staff:
 - o TCM Prayer Team Coordinator receives prayer requests from all TCM campuses and sends them out via e-mail to prayer team

Information Station:

- Campus Staff:
 - o Office Volunteers- Keeps information station in sanctuary well stocked, current, and up-to-date
- Chapel Ministries Staff:
 - o Communications Team- Produces informational material for information station including:
 - Square Ministry cards: small groups, home church, tangled, huddled, children's ministry, TLT, Middle School, High School, Partnership, Trust and Become, Volunteer Orientation, Missions Orientation
 - Family Newsletter
 - Connect Cards (at desk and at seats)
 - Giving information/envelopes (envelopes at seats as well)
 - Daily Walk Devotionals
 - Bibles
 - Campus Specific Water Bottles or another give-away
 - Pre-Registered Guest gift bags

Pre-Registered Guests:

- Campus Staff:
 - o Campus Admin- Assigns staff or leader to meet, greet, and welcome guest, assist in check-in and basic campus tour, gives first time gift bag
 - o Campus Admin- Sends e-mail to pre-registered guest before visit to provide directions and introduction

- Campus Admin- Gives contact info to Monday volunteer to enter into system as first time guest and follow up through assimilation
- Chapel Ministries Staff:
 - Communications- Puts option for pre-registration on website.
 - Multi-Campus Director- Sends campus staff registrations for their campus as they come in.
 - Communications- Provides the opportunity for people to fill out connect cards through the app.
 - Office Volunteer- Monday morning TCM office volunteer will forward connection cards sent through the app to the appropriate campus.