



At the committee's direction, the administrator regularly does several tasks for us.

- 1) Greetings and Welcome are mailed to each visitor to the Sunday service if they have filled out name and contact information on a blue/guest card. This is sent on a postcard and mailed in the week after visiting. (See separate Guest Postcard document.)
- 2) Greetings and Welcome and a copy of the church bylaws are mailed to each new member. This is sent as a letter from the minister and the administrator. (see separate document - Welcome Letter)
- 3) The administrator completes several tasks involving information collected by the greeter at the Sunday service.
 - a. The administrator files all blue cards which have been collected by the greeter at the Sunday service.
 - b. Before doing so, each week she(he) lists names and contact info of each visitor and sends them via email to all committee members.
 - c. When the greeter communicates to the administrator that a particular visitor has made a second visit, the administrator enters that person's name and contact information into the "Visitor" list on the database. Unless the person makes a return visit, our only record of their information, is kept on the blue card and filed in the cardboard box on office shelf.

The chair of the committee keeps all of the earlier mentioned emails from the administrator that list names, dates and info on visitors. This provides a sort of cross reference for visitor names which could be used to "find" a particular person when only the date of their visit can be recalled and not their name.

August 17, 2016 by Gaye Simpson