



St. Mary's Parish

How Do We Welcome new parishioners ?

STEP #1:

- Jan Erpelding, Parish Office Manager, receives/welcomes the new parishioners in the office
- Profile questionnaire is filled out
- Information is entered into Logos
- Information shared re: *Courier* subscription, church envelopes, direct deposit option
- New parishioners listed in bulletin
- New parishioner is given:
 - ✓ Parish pictorial directory
 - ✓ Centennial newsletter (history of the parish)
 - ✓ Sharing the Ministry form
 - ✓ Current Parish Directory

STEP #2:

- Welcome phone call from Fr. Jim (or personal visit before/after Mass)

STEP #3:

- Newly registered parishioners from the last year receive personal invitations to attend a **Welcome Gathering** in their honor. This is usually scheduled in the spring.
 - ✓ Saturday after 4:30pm mass

STEP #4:

- **A Gift Basket is presented (usually at the welcome event) to include:**
 - ✓ Welcome letter signed by Fr. Jim and/or pastoral council rep
 - ✓ Current bulletin
 - ✓ "The Nave Windows" brochure
 - ✓ Catholic Schools brochure
 - ✓ Catholic Devotional prayer book (many in sacristy)
 - ✓ St. Mary's Parish prayer card
 - ✓ Second copy of Sharing the Ministry brochure
 - ✓ Small candle
 - ✓ Small wine bottle, loaf of bread, container of salt