

CONNECT NIGHT (CN) SYSTEM:

Pre-Connect Night - Ground Game

1. GENERAL WEEKEND SIGN UP/ON_BOARD
 - a. Person fills out a Connect Card in Sunday morning service requesting to serve
 - i. Connections Pastor takes card first then gives to Volunteer Coordinator
 - ii. VC Sends email with Link to Connect Night RSVP
 - b. Comes to Welcome Center requesting to serve
 - i. Should fill out a Connect Card and give to Volunteer Coordinator
 - ii. VC Sends email with Link to Connect Night RSVP
 - c. Word of mouth to ministry leader in the lobby
 - i. Should fill out a Connect Card at the Welcome Center
 - ii. VC Sends email with Link to Connect Night RSVP
2. 1st Assimilation Step - Welcome Party
 - a. Can sign up for Connect Night on site as they leave at the Welcome Center Table
 - b. Volunteer Coordinator fills out RSVP form for them
3. Post Welcome Party
 - a. Connections Pastor sends all WP attendees email with CN sign up in it
 - b. Volunteer Coordinator sends CN Invites and reminders:
 - CCB Email Initial Invite 1- **Thursday 2 weeks prior to CN** - to:
 - People who have attended a WP in the last 6 months
 - People who have signed up for a CN but did not come
 - People who have expressed interest in serving on a Sunday
 - Group created in CCB Include link to form
 - Text in Church invite - **Monday of the week prior to CN** - to:
 - All of the above people (*Group will be exported as a CSV file output from CCB and uploaded as a group into TIC*)
 - Include link to form in text
 - CCB Email Invite 2 - **Thursday of the week prior to CN** - to:
 - All of the above people (minus any sign ups from initial email)
 - Manually enter names individually
 - Reminder email 1
 - Sign ups - Thursday before event
 - Manually enter names individually from google doc of sign ups
 - Reminder email 2
 - Sign ups - Saturday before event
 - Manually enter names individually from google doc of sign ups
 - Reminder Text
 - Sign ups - Sunday
 - Create group on CCB (*Group will be exported as a CSV file output from CCB and uploaded as a group into TIC*)

Pre-Connect Night - LOGISTICS - WEEK OF - By EOD Friday before CN

1. Schedule Connect Night Volunteers
2. Order Mr. Goodcents - Sunday
3. Order Tablecloths - Tuesday
4. Pick up Tablecloths - Thursday
5. Pick up Chips and Tea - Tuesday
6. Order Andys - Friday
7. Check inventory of sticker name tags - Wednesday

DAY OF - Post AM Service -

1. Team lead communicates number of sign ups, plus lead team for table numbers
2. Facilities sets up round tables with folding chairs
3. Facilities set up 2 6 ft tables in back for food and drinks
4. Communicate number of kiddos to kids team

Pre-Connect Night - NIGHT OF- Onsite

1. Print Rosters
2. Create & Print OOE for team
3. Create greeting and serve chart
4. Create tables assignments chart
5. SETUP
 - a. Table numbers set out
 - b. (15) Next step cards on each table (piled center)
 - c. (15) Pens on each table (piled center)
 - d. Life Groups takeaway card (at each seat)
 - e. Welcome Center table moved to front
 - i. 2 rosters
 - ii. 2 highlighters and 2 pens
 - iii. NAME TAGS
 - iv. 5 sharpees
 - f. Food:
 - i. 3 pots of coffee
 - ii. Water
 - iii. Tea
 - iv. Plates, napkins, utensils, hand sanitizer
 - v. Sandwiches on catering provided trays
 - vi. Bags of chips in metal trays
6. End of Night
 - a. Pictures in front of white wall

Connect Night

1. Call time - 5:15pm

- a. Go over OOE
 - b. Go over serving positions pre-event
 - c. Go over table assignments
2. Ministry leaders share (video)
3. AT YOUR TABLE
 - a. Promote Next Step Cards to be filled out
 - b. Take pictures of each card filled out with the phone number
4. End of Night
 - a. Give all cards to Volunteer Coordinator

Post Connect Night

- Connect Night follow up System
 - Monday
 - Volunteer Coordinator sends Volunteer App & background check email (custom to each person)
 - Volunteer Coordinator updates person's status in CCB as YES under Connect Night
 - Volunteer Coordinator uploads pictures to person's profile in CCB
 - Tuesday
 - Ministry leaders make 1st touch point to attendees at their table with phone call
 - Thursday
 - Volunteer Coordinator send ministry leaders status on volunteer applications
 - Friday & following
 - Ministry leaders make 2nd touch point to attendees
 - Volunteer Coordinator sets up each volunteer into PC after receiving app and background check
 - Volunteer Coordinator schedules volunteer's first shadow in PC
 - Volunteer Coordinator adds person to Volunteer group in CCB
 - Volunteer Coordinator updates person's status with Background check & app in CCB
 - Volunteer Coordinator orders volunteer badges