

Initial Contact for Committee Members

Good (morning, afternoon, evening). My name is _____ and I am with the St. Francis of Assisi _____ Committee/Group. I'm calling because you indicated on your Stewardship renewal form this year that you would like to be a member of (or continue as a member of) this committee/group. Is that correct? (Obviously, if not, apologize and end the call).

First, let me thank you for your interest in this committee/group. I hope that you will find your involvement to be a worthwhile experience.

Next:

For new members: Since you have not been a member before, would you like me to explain a little about what we do?

Include: Summary of activities
 Time commitment
 Meeting schedule and times
 Location of meetings and/or activities

For returning members:

Include: Next meeting date and time
 Any new changes to the group's activities

For "Once a Year" Groups (Fun Night, Parish Picnic, etc.): As you know, our event won't take place until _____ so we really won't start actively working until about _____. I just wanted to let you know that we have your name and to tell you that we are really happy you decided to join us. I also was calling to see if you have any

questions about how this group operates. (If necessary give explanation of activity and answer questions.)

Closing For All Calls:

I appreciate you taking time to visit with me and thank you again for joining us. Do you have any other questions I can answer for you?

We do a lot of our communication by e-mail. Could you give me your e-mail address so I can add it to our committee list?

E-mail address: _____

If you think of any other questions my name is _____ and my telephone number is _____. Thanks again for your time and I look forward to seeing you the next time we meet.