

Suggested Email Scripts

DRAFT – SUGGESTED EMAIL INTRODUCING YOURSELF TO NEW MEMBER

Modify as appropriate for each situation

Dear Member(s) Name,

Welcome to Covenant Church Naples. We are delighted that you joined the Covenant Family. I am contacting you as a team member of the Covenant Shepherding Ministry.

In early November 2019, the Covenant Shepherding Committee sent a letter to all members of Covenant. For your convenience, a copy is attached.

That letter explains that on October 6 and 13, Pastor Trent taught about Shepherding. Those sermons were the public initiation of a long-planned enrichment of the Covenant Shepherding Ministry. I am contacting you as your newly assigned Shepherd.

The desired outcome of the ministry is that each member will know and trust their shepherd well enough to reach out to them for spiritual help and guidance or in times of crisis or concern. For the shepherd, the desire is to know how they can pray for those under their care and help them develop a vibrant relationship with Jesus as they live out the Rhythm of Discipleship.

Since you are a new member, I also want to help you get connected to a Ministry at Covenant that will effectively utilize your talents and optimize your spiritual growth.

To begin that journey, I would like to suggest we meet for coffee, breakfast or lunch or, perhaps, initially, after a worship service. Alternatively, I would be happy to have our first visit be by phone. I will call you within the next few days to find a mutually convenient time to get acquainted. Is this the best number to use [INSERT NUMBER]?

Please note that if you already have an established relationship with another shepherd or would be more comfortable with someone else as your Assigned Shepherd, we will be more than happy to work with you. Finally, being your Assigned Shepherd, does not preclude you from access to any of the Elders, but it does provide you with a point person when a need arises.

I look forward to getting to know you. And please let me know if you have any questions. Thank you for being part of Covenant Church Naples.

Possible paragraph to consider inserting

You can help me be of greater support to you by letting me know when you have a particular prayer request or matter of concern. Please let me know if you would like a home visit, will be going into the hospital, or any special situations. I sincerely hope that you will feel comfortable in contacting me in times of need or just to have a friendly visit. Please let me know if you currently have any special prayer requests.

Suggested Email Scripts

DRAFT – TO MEMBER NOT PREVIOUSLY ASSIGNED A SHEPHERD

Modify as appropriate for each situation

Dear Member(s) Name

In early November 2019, the Covenant Shepherding Committee sent a letter to all members of Covenant. For your convenience, a copy is attached. [ATTACH LETTER]

That letter explains that on October 6 and 13, Pastor Trent taught about Shepherding. Those sermons were the public initiation of a long-planned enrichment of the Covenant Shepherding Ministry. I am contacting you as your newly assigned Shepherd.

The desired outcome of the ministry is that each member will know and trust their shepherd well enough to reach out to them for spiritual help and guidance or in times of crisis or concern. For the shepherd, the desire is to know how they can pray for those under their care and help them develop a vibrant relationship with Jesus as they live out the Rhythm of Discipleship.

To begin that journey, I would like to suggest we meet for coffee, breakfast or lunch or perhaps, initially, after a worship service. Alternatively, I would be happy to have our first visit be by phone. I will call you within the next few days to find a mutually convenient time to get acquainted. Is this the best number to use [INSERT NUMBER]?

Please note that if you already have an established relationship with another shepherd or would be more comfortable with someone else as your Assigned Shepherd, we will be more than happy to work with you. Finally, being your Assigned Shepherd, does not preclude you from access to any of the Elders, but it does provide you with a point person when a need arises.

I look forward to getting to know you.

Thank you for being part of Covenant Church Naples.

Possible paragraph to consider inserting

You can help me be of greater support to you by letting me know when you have a particular prayer request or matter of concern. Please let me know if you would like a home visit, will be going into the hospital, or any special situations. I sincerely hope that you will feel comfortable in contacting me in times of need or just to have a friendly visit. Please let me know if you currently have any special prayer requests.