

## Committee Member Calling Check List

1. Introduce yourself and your committee
2. Explain that you got their name from the Stewardship renewal forms and confirm that they are, in fact, interested in your group.
3. Thank them for signing up and, if you know they are new members, welcome them to the group.
4. If they are new members, ask if you can explain the activities of the committee to them. When doing this be sure to include at minimum:
  - a. Summary of activities
  - b. Time commitment
  - c. Meeting schedule and times
  - d. Location of meetings and/or activities
5. If they are returning members be sure to give them the date and time of the next meeting. Also let them know of any new changes to the group's activities.
6. For the "Once a Year" groups such as Fun Night, Parish Picnic etc. The main purpose of your call is to let them know you have their name and you will be contacting them when it is time to start work on your activity. Give them an idea when that will be. Ask if they have any questions you can answer for them now.
7. Closing:
  - a. Thank them again for signing up
  - b. Check to see if they have any other questions
  - c. Get their e-mail address: \_\_\_\_\_  
\_\_\_\_\_
  - d. Leave your name and number if they think of any questions later