

The Playbook

# Attendance & Absentee Follow-Up

*"And let us consider one another to provoke unto love and to good works:" Hebrews 10:24*

---



## Purpose

Our goal is to provide effective follow-up with our church family and show each individual that they are a valuable part of God's work here at VBT. We need to "close the back door" and make sure we care for the entire flock God has given us.

---

## Process

### Ministry Leaders

- Take attendance every week. This will include mid-week ministries, Bible classes, and morning worship service (including all children's ministries).
- Contact individuals who have missed two classes/services in a row.
  - Write a card of encouragement and let the individual know that they have been missed. Cards will be available in each classroom for the leader to use to make that contact.
  - Place the prepared follow-up card in the box by the office, and the office staff will mail it out for you.
    - With adults & teens contacts could also include text messages, phone calls, social media, and emails.
    - Certain follow-up approaches will work better depending on the individual.
- Fill out a "Weekly Contact Report". This allows the office staff to keep track of who has been contacted in each ministry. Reports can be turned in with the attendance sheet or to the front office.