



## Welcoming New Parishioners

The way in which we welcome those into our parish communities speaks volumes of the parish culture. Oftentimes registering is the first opportunity people take advantage of to ask something of the parish. How the parish responds sets the tone for the parishioner's experience. Welcoming new members can be designed to best fit the parish community. This is a wonderful opportunity for current parishioners to connect with new members and help them feel a part of their new parish community.

A key part of a welcoming program for new parishioners should be an introduction to Stewardship. The staff member, parishioner, or team of parishioners who give the orientation to new members should include materials on the sharing of time, talent and financial resources.

When designing a welcoming program, it is important to include the following elements:

- have an *easy* registration process to become part of the parish community
- contact and welcome new parishioners in a very timely manner after registering
- include current parishioners and key leaders as part of the welcoming program
- introduce new parishioners to the parish community, i.e. through the bulletin, at Mass, special breakfast
- introduce and explain the various ministries, including Stewardship as a way of life
- consider offering a small gift to new parishioners, such as a candle or bible
- design materials to explain the parish structure, ministries, staff, and opportunities for involvement



## **New Parishioner Welcome/Registration Packet**

The purpose of a welcome packet for new parishioners is to give information about their new parish, services offered and ways in which parishioners can offer their time in service of their parish. It is a way of saying, “this is your parish, here are the ways your parish can serve you, and here are the opportunities for you to be of service to others.” It is also an opportunity to thank parishioners for choosing this parish as their faith community.

### **Checklist of pieces to include in a packet:**

- Welcome Letter from the Pastor
- Parish Council/Committee Structure
- List of Council, Committees, Subcommittees, Ministries, Organizations with description of each, time commitment involved, when they meet. Also list how and who to contact for more information or to become involved.
- Liturgical Services  
Schedule of Masses and confessions; list of holy days; baptism and wedding guidelines
- Office Hours and Contact Information
- Parish Staff with Description of Duties
- Historical Information
- Parish Statistics
- Announcements of Special Events
- Financial Commitment Information with Pledge Card
- Parish School Information