



Email Templates

Three short emails to send each month, copy, fill in, send.

Each email belongs to a different moment in the month. When it's time to send one, open this document, scroll to the right page, copy the body, paste it into a new email in Gmail, and replace anything shown in **[brackets]** . That's it.

THE THREE EMAILS

1

Welcome Email

Sent two weeks before the third Thursday.

2

Reminder Email

Sent three days before the third Thursday.

3

Follow-Up Email

Sent the day after the orientation.

WHAT'S IN [BRACKETS]

Anything in gold **[BRACKETS]** is a placeholder. Replace it with the real information before sending. For example, Dear **[FIRST_NAME]** , becomes Dear Mary,

There is a place for you here.

EMAIL ONE

Welcome Email

TWO WEEKS BEFORE

SUBJECT

Welcome to Wrights Grove Baptist Church

Dear [FIRST_NAME],

On behalf of Pastor Leonard and our entire Wrights Grove family, welcome. I received your New Member Intake Form, and I am so glad you are joining us.

The next step is our New Member Orientation. It is a relaxed evening where you will meet the Pastor, hear about who we are, get to know the leaders of our ministries, and have all your questions answered. It runs about an hour.

Date	[ORIENTATION_DATE]
Time	7:00 PM Eastern
Where	Zoom
Link	[ZOOM_LINK]
Meeting ID	[ZOOM_MEETING_ID]
Passcode	[ZOOM_PASSCODE]

You do not need to prepare anything. Come as you are. If you have a question you would like answered, write it down and bring it to the call.

If you cannot attend this date, please reply and let me know. We hold the orientation on the third Thursday of every month, and I will simply welcome you to the next one. I can't wait to meet you.

In Christ's love,

Sister Lareeta Phinazee

New Members Connection

EMAIL TWO

Reminder Email

THREE DAYS BEFORE

SUBJECT

Reminder, New Member Orientation this ThursdayDear **[FIRST_NAME]**,

Just a gentle reminder that our New Member Orientation is this Thursday.

Date	[ORIENTATION_DATE]
Time	7:00 PM Eastern
Zoom	[ZOOM_LINK]

I am looking forward to meeting you. Pastor Leonard and several of our ministry leaders will be on the call. The evening is informal, just come and be welcomed.

If anything has changed and you cannot make it, please reply so I can plan accordingly. We hold the orientation on the third Thursday of every month, so the next gathering is always nearby.

See you Thursday.

In Christ's love,

Sister Lareeta Phinazee

New Members Connection · Wrigfitts Grove Baptist Church

EMAIL THREE

Follow-Up Email

THE DAY AFTER

SUBJECT

Welcome home, **[FIRST_NAME]**, your next steps

Dear **[FIRST_NAME]**,

Thank you for joining us at last night's New Member Orientation. It was a blessing to spend that hour with you. You are now a part of The Grove, and that is a gift to us. A few things to carry with you:

1. **Our Member Manual.** This is our church's home book, what we believe, how we worship, who serves where. Read it at your own pace. **[MEMBER_MANUAL_LINK]**
2. **The Membership Covenant.** When you are ready, please sign and return it. Once signed, we will mail you a Certificate of Membership. **[MEMBERSHIP_COVENANT_LINK]**
3. **Find a place to serve.** When you have a leaning toward a ministry, even a small one, let me know, and I will introduce you to that ministry leader.

Pastor Leonard and I are here for you. Any question, anytime, any subject, reach out.

We love you, and there is nothing you can do about it.

In Christ's love,

Sister Lareeta Phinazee

New Members Connection