

Telephone Committee

Thank you for helping your Church in this program.

REMEMBER... you are a minister for the Church. Your call to some of the Church membership may be the only contact they have had with the Church recently. Should you hear something which you feel the Staff should follow-up on, please make a note of it and turn it in with your calling report this weekend.

Hello. This is _____ from _____ Church. (Name of your Minister) has asked me to call you regarding our new church family directory. You probably recall receiving a letter about this a few weeks ago. (Title of Minister) wanted me to contact you to arrange for your family to be photographed. You are a long- time member of the Church and the directory just wouldn't be complete without you. I have an opening at (Time) on (Day) or would (Time) on (Day) be better?

Your responsibility is to contact those families of your Church that have not yet made an appointment to be photographed for your Church family directory. You have received a stack of cards representing those families you are to call. Also, a listing of available appointments has been provided. **This list is unique to you and no one else has these days or times.**

Please begin calling today and continue through the end of the week. Your cards and calling sheets are to be turned in when you come to services this weekend. Please write your name and telephone number at the top of the appointment sheet in case of questions later.

Remember to stress the following points:

1. **Video Image Proofing** will be used allowing the family to select their poses electronically at the time they are photographed.
2. The family is to be here **10 minutes early** for their sitting so that we may keep a timely photography schedule.
3. **Payment** for portraits ordered at this time may be made by cash, check, Mastercard, Visa, Discover, American Express, or a ½ deposit with the balance collected on delivery.
4. Plan on being at the building for **45 minutes to one hour** to complete the process.

Confirm the agreed upon appointment date and time before you hang up. Should you happen to reach an answering machine, leave your name stating that you're calling for the church and will call again.

If you are unable to offer a date/time convenient for them, mention that there are several others making calls and someone will call them back next week to arrange an agreeable time.

oJan mills

CHURCH DIRECTORIES

We Make It Special
Any Questions? Call

1-800-845-1157