

# Connections Tables

## Overview

Main Connections Table Example:



Second Connections Table Example:



# Connections Tables

ATN's Connections Tables serve to help our worship attenders, as a place to:

- Pick up a name tag, and - optionally - a face mask upon arrival
- Find out about upcoming events, groups, opportunities to serve
- Speak with someone to ask questions, learn more about ATN
- Donate to ATN by placing cash or checks in the donation boxes
- Receive a visitor welcome gift

There are two Connections Tables:

1. A main table near the front entrance
2. A second table on the counter toward the rear/center of our worship space

There are three ways of volunteering (more specifics on next page):

1. **Set up** the connections materials on the two tables.
  - a. On the shelves in ATN's main storage closet, there is a bin marked "Connections", another marked "Visitor Bags", and the two donation boxes
  - b. Materials to be laid out on the tables (tablecloth, flyers and acrylic stands, etc.) are located in the "Connections" bin
  - c. Pre-filled visitor bags and the materials to fill more are located in the "Visitor Bags" bin
2. Serve as a **Connections Liaison** at the end of the service
  - a. Stand near the table and answer any questions and/or distribute visitor gift bags to those who stop by.
3. **Take down** and store the connections materials from the two tables.
  - a. Volunteer will replace materials in the bins in which they were found and replace the bins and donation boxes on the shelves in the storage closet

# Connections Tables

## Set-up

- Arrive at ATN by 9:20
- Retrieve the two large bins from ATN's storage closet marked "Connections" and "Visitor Bags".
- Once the tables are set up these can be stored under the main Connections Table.
- Check in with the Connections Leader to find out what specific flyers and/or handouts are to be included on the table this week.

Although specific items on the table vary based on a number of factors such as upcoming events, in general, and as depicted in the pictures, the tables are set up to contain:

On "main" Connections Table near entry:

- White tablecloth (sometimes covered by yellow plastic tablecloth)
- On Right (toward entry door)
  - Welcome to ATN sign
  - Name badges and 3-4 markers
  - Box of Masks
  - Scratch pad sign and scratch pads (for kids to draw on)
- In Center of table
  - Donation box with sign
  - QR Code sign
  - A few Welcome Cards and Prayer Request sheets with pens
- On Left
  - Visitor gift flyer and 3-4 visitor gift bags\*
- Between all of the above (*as directed and provided by ATN's Connections Leader*)
  - various flyers
  - Any other handouts, materials

**\*Note;** If fewer than 3 full visitor gift bags remain,

- Fill additional ones with one each of the potential items stored in the plastic bin (e.g. key chain, book mark, sticker, candy (2 pieces), flyer...).
- Let the connections leader know if the inventory of any of these items is fewer than 5

On second Connections Table- on center back counter:

- Connect Here - red framed sign placed on ledge above counter
- Donation box with sign in center
- QR Code sign
- A few Welcome Cards and Prayer Request sheets with pens
- Flyers and handouts (*as provided by ATN's Connections Leader*)
- Lost & Found box

# Connections Tables

## Connections Liaison

- Check with the Connections Leader regarding any specific things to be aware of
- As the service is coming to a close, position yourself near the main Connections Table.
- Try to interact with new people and/or people demonstrating an interest in anything on the table.
- Wear an “Ask Me” name badge on a lanyard (found in “Connections” bin) to help people know that you are available to answer questions.
- If you don’t know the answer to a question either connect the person with someone who can provide the answer or take down their name and contact information and make sure you or someone does respond.
- Encourage visitors to take a visitor gift bag.

## Take-down

When it looks like there won't be any more Connection Center visitors (10-15 minutes after the close of the service):

- Place the visitor bags back in the “Visitor Bags” bin
- Place the remaining connections items back in the “Connections” bin
- Leave the donation boxes in place for the counting team
- Take the two plastic bins back to the closet, placing them on the metal shelves with their labels facing out