

**THE
NAME TAG MAINTENANCE HANDBOOK**



Peace Lutheran Church

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A Ministry of Hospitality & Fellowship.

The practice of welcoming people to the Christian community is a basic tenet of evangelism, and evangelism is a basic tenet of Christianity. Fellowship is all about the ministry of encouragement. Once people visit a congregation they have need to be connected. Churches who don't want new members and wish to remain small, don't need nametags; after all everyone knows everyone else. Nametags make the congregation more open to new people. They also strengthen the relationship among members who are still trying to tie faces to names.

In a sense, this ministry is an outgrowth of our theology of the Lord's Supper as a meal which we share with Christians of every time and place. We welcome everyone to the Lord's Table by Jesus' invitation. We treat visitors with the same all consuming love that caused our Lord to give his life for us. We welcome visitors just as we have been welcomed by Jesus Christ. And we share fellowship as part of the new commandment to "Love one another."

Hospitality and fellowship were the signs of the people of God from earliest times. It is a ministry of care and concern. It is a natural outgrowth of our Christian love.

Acknowledgments:

The Name Tag Maintenance Handbook was prepared by Irene Beattie and the Board of Evangelism. June 2006, Dec 2008

Making New Name Tags

Every three months, upon request & before welcoming new members

- Review the visitor records for new regular visitors
- Note any requests for nametags (new, replacements or changes)
- Add those names to the nametag worksheet.
- Print the nametags on white cardstock
- With a paper cutter, cut apart and trim to 1 5/8" x 2 3/4"
- Slip them in the 5 mil lamination pocket.
- Use the Preschool laminator. Place in carrier and laminate
- Use special punch to punch a slot in top
- Put the clip in and hang on name tag hanging banner

- Update the nametag worksheet (database) and send copy to office

- Review the materials and order more as needed.
 - 5 mil IBM pouches
 - Vinyl Badge Straps

Possible Source:

Southwest Preferred Finishing Products
www.swplastic.com
109 Millwell Court
Maryland Heights, MO 53043-9150
Phone: 800-325-3628
Fax: 800-942-2010
John Sawhill, Voice Box 3070
jsawhill@swplatic.com

Name Tag Board Maintenance

Two to four times a year

- Remove nametags for anyone you know has left the church or hasn't visited in the last year or so.
- Mark those as inactive on the nametag spreadsheet
- Straighten and reorganize the nametags that are left. (Optional Step)

Optional: Recruit a team of two to do this.

Notes