

Example of First-Contact Email to New Team member from Team Lead

Hello (their name),

My name is (your name), I am a Team Lead for the (team) at The Ridge, (campus name). We are excited you will be joining our team. Serving is a great way to build community and grow your faith.

Let's schedule your first serving shift for (day - include date and shift). The normal shift time will be (give times). Let's meet 10 minutes early so I can show you around and get you set up with your team shirt and name tag. You can meet me at the Welcome Desk at (10 minutes before huddle time for that shift). After that, I would like to invite you to our all-team prayer huddle at (give time). You and I will serve together for your first shift. During that time, we can go over our responsibilities for our team. I can also answer any questions you may have. This first serving shift may take a little longer than normal to get you set in serving.

If anything comes up in the meantime, you can contact me directly at this (email and phone number).

Looking forward to serving with you, (their name)!

***Remember, this is an example. We encourage you to take this and personalize it!**