

# PHONE SCRIPT

## CHURCH PHONE VOICE MESSAGE

The name of the church, address, worship day and time, bible study day and time. Ask callers to leave their name, phone number and a brief message. End a) tell the caller when someone will get back to them and b) thank for calling.

This entire greeting takes 34 seconds. Messages should not be more than 40 seconds.

### **CALLERS WANT SHORT MESSAGES.**

It is not necessary to provide any more information, or to say a bible verse. You do not have to provide the Senior Leader's information, unless your Senior Leader is a well know person.

Be sure someone s assigned to return messages within 24 to 48 hours.  
If you are having a special event, name the event, day and time.

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### **Actual script:**

Hello you have reached (name of church). We are located at (provide address) Our worship times are Sunday at 10am and 12pm. Our Bible study is on Tuesdays at 7pm. (Example: Our special event is The Christmas program 12/24 at 6pm. All are invited)

Please leave your name, phone number and a brief message. Someone will get back to you within 24 hours. Thank you for calling.

**Use this script for people who call your church and already know the information and do NOT want to listen any further.**

You can leave this message:

You have reached (name of the church) Please leave your name, phone number and a brief message. Someone will get back to you within 24 hours. Callers can hang-up at this point.

If you are inquiring further information. Our worship times are Sunday at 10am and 12pm. Our Bible study is on Tuesdays at 7pm. (Example: Our special event is The Christmas program 12/24 at 6pm. All are invited)



# PHONE SCRIPT

## VISTOR CALL BACK SCRIPT - AT HOME

When asking a visitor to come back to your church.

PHONE SCRIPT when thanking a person for coming on Sunday.

PHONE SCRIPT IF THE PERSON ANSWERS.

“Hello, I am (insert your name) \_\_\_\_\_.”

“How are you?” (Let them answer.) I would like to speak with Mr./Ms or first Name.

“I am calling from my church, \_\_\_\_\_. Just to follow up with you.

Thank you for attending our church last Sunday.

We would like to invite you back for next Sunday. Hope you will be able to come next Sunday.

### **NEXT**

Do you need prayer for anything or for anyone in your family.

IF THEY say they want prayer:

Pray a very short prayer for whatever they need. Be sure to write what they need prayer for.

If they do not want prayer, thank them for their time.

If they say they will come to church next Sunday tell them to bring a friend with them.

You can also tell them the following. If they seem to be in a rush go down to

- Time of Sunday worship.
- Day and time of Bible Study.
- Children’s care or Children’s Church is available.

**END:** do you need the church’s phone number? If they want the phone number, give it to them.

End by saying “It was great talking with you.”



# PHONE SCRIPT

## VISTOR CALL BACK SCRIPT - NOT AT HOME

When asking a visitor to come back to your church.

VOICE MESSAGE SCRIPT IF THE PERSON DOES NOT ANSWER.

Hello I am (your name)\_\_\_\_\_.

I am calling from my church (name)\_\_\_\_\_.

I am calling to thank you for coming to our church last Sunday.

We would like to invite you back this coming Sunday. You are also invited to bring a friend.

Our location is \_\_\_\_\_.

Our phone number is \_\_\_\_\_

Again, I am \_\_\_\_\_. If you have any questions, please call the church at \_\_\_\_\_ (insert the church number).



# PHONE SCRIPT

## FOLLOW UP SCRIPT - AT HOME

FOLLOW UP WITH PEOPLE MET THROUGH OUTREACH AND EVANGELISM

PHONE SCRIPT IF THE PERSON ANSWERS.

“Hello, I am (insert your name) \_\_\_\_\_.”

“How are you?” (Let them answer.)

“I am calling from my church, \_\_\_\_\_. Some of our members gave you a flyer from our church a couple of days (or a few weeks) ago. I’m calling just to follow up with you is that ok/alright?”

If yes then continue.

If no, politely as if they would like prayer? If yes , then pray for whatever their need is.(be sure to write what they need prayer.

If no, thank you for your time.

I would like to invite you to our church on Sunday” (or whatever day your church meets on).

- Time of Sunday worship.
- Day and time of Bible Study.
- Children’s care or Children’s Church is available.

“Our Location is at \_\_\_\_\_.”

### **ASK:**

Do you need to get a piece of paper to write our address down? (If they say no, go to the next question.)

Do you have any questions?

Is there anything you or your family need prayer for? (If they say yes, pray for their need.)

END: It was great talking with you.



# PHONE SCRIPT

## FOLLOW UP SCRIPT - NOT AT HOME

FOLLOW UP WITH PEOPLE MET THROUGH OUTREACH AND EVANGELISM

VOICE MESSAGE SCRIPT IF THE PERSON DOES NOT ANSWER.

Hello I am (your name)\_\_\_\_\_.

I am calling from my church (name)\_\_\_\_\_.

Some of our members gave you a flyer from our church a couple of days (or a few weeks) ago. I'm calling just to follow up and to invite you to our church on Sunday. Our service starts at \_\_\_\_\_.

(if there is a special event on Sunday, let them know)

Our location is \_\_\_\_\_.

Again, I am \_\_\_\_\_. If you have any questions, please call me at \_\_\_\_\_ (insert the church number).

