



Meeting Minutes

Team Name: **Hospitality Ministry Team**

Date: 7/30/25

Time: 3:00pm

Note Taker: Elizabeth Goodin

Participants

- Sherry Newill
- Marcia Korane
- Ann Ingling
- Elizabeth Goodin

Agenda

1. Review bulletin and New Here? bulletin insert
2. Walk around parking lot entry, hallway, narthex to evaluate for guest friendliness

Meeting notes:

The team reviewed a *New Here?* bulletin insert created for guests and also reviewed the regular bulletin from the perspective of first-time visitors. Suggestions were made to improve clarity. These changes will be incorporated into future versions.

Elizabeth showed the team some examples of Welcome Center signs. The group favored an example that read *Welcome* (in script), *We're glad you're here!* They also liked an example that included the name of the church, along with the church website. Elizabeth will ask Ashley to create a banner incorporating those elements. Sherry was familiar with a website that had done good work for us in the past: stickersbanners.com.

The team took a walk around the church with an eye toward potential first impressions and needs of guests.

A New Here? bulletin board was created just inside the parking lot entrance. There was some discussion about incorporating a narrow table below it to include information on HUMC and its programming, though its location might make it too windy on some days for that purpose. Another suggestion was to move the bulletin

Meeting Minutes

board to the first bulletin board location inside on the left. We'll make the New Here? lettering larger and continue to look at it to see if the bulletin board is noticeable enough to be effective in that location.

Other suggestions:

- Better utilize the plastic rack just inside the double doors at the parking lot entrance for displaying up-to-date, relevant information on church happenings.
- Make usher/greeter nametags a different color so that they can more easily be identified.
- Incorporate eye-level signage to more easily locate the sanctuary, Christian Activities Center (CAC), and the Nursery. Elizabeth will ask Ashley to research sources for standing signs.

Action items	Responsible person	Due date
<ul style="list-style-type: none"> • Ask Ashley to create a banner to attach to the front of the white shelf unit in our Welcome Center. SEE BELOW • Ask Ashley to research sources for standing signs. SEE BELOW 	Elizabeth	

Welcome Center banner sample:





Hudson United Methodist Church

THE UNITED METHODIST CHURCH

Meeting Minutes

Links to standing sign options:

Floor standing sign holder (14x22) <https://www.uline.com/Product/Detail/H-5712BL/Retail-Signs/Floor-Standing-Sign-Holder-Single-Tier-14-x-22-Black>

Pedestal sign holders (8x5x11 or 11x17) https://www.uline.com/BL_1923/Pedestal-Sign-Holders

Sign holder stand for 8.5x11 <https://www.amazon.com/Relx-Sign-Holder-Stand-8-5x11/dp/B0CLV5CJXW/>

11x17 Sign holder <https://www.amazon.com/DISPLAYSWORKER-Adjustable-Pedestal-Aluminum-Horizontal/dp/B0863NF127/>

Next Meeting: TBD