



## Letter / Email of Welcome Outline

A letter of welcome confirming each participant's registration is an important early step in establishing rapport. It is an opportunity to convey important details about the upcoming sessions and encourage her to come prepared. The letter can be mailed or emailed.

Include the following:

- Statement of Welcome
  - E.g., "Welcome to *Grace Within*. Your registration has been received."
- Session Time and Location
  - The group will meet from (start time) to (end time) on (day of the week) for eight weeks beginning (date) and continuing through (date).
  - Sessions will begin and end on time. You are welcome to gather with the other women fifteen minutes before.
  - Sessions will be held in (room name or number) at (location).
  - There will be a special celebration the evening of (date) at (time) in (location).
- Details Specific to this Particular Session
  - Child care information (if provided)
- Statement of Facilitator Role
  - E.g., "*Grace Within* is a peer-facilitated experience. A team of facilitators will journey with you."
- Mention of *Grace Within: A Personal Journal*
  - Either "You received a copy of *Grace Within: A Personal Journal* when you registered." or give specific information as to how she will get the book.
- Recommended Session Preparation
  - E.g., "Please take time to read and reflect on the *Introduction* and first session on *Self-Esteem and Self-Acceptance* before our first gathering on (date). Reading through the content and answering the questions is important in getting the most out of the experience. Page 6 of *Grace Within: A Personal Journal* offers a snapshot of *What to Expect* during the small group sessions. Remember to bring your journal with you. You will need it to participate in the discussion."
- Contact Information
  - If you have any questions or concerns, please contact (name) at (phone number) or (email).
- Expression of Gratitude and Statement on Spiritual Growth
  - E.g., "Thank you for taking the time to do something special for yourself. You are the one person who knows what you need in your life. As you know, this is not a Bible study, a counseling group, or a parenting class. It is designed for your spiritual growth."