

Sample Introduction Email

Hey there! My name is _____. I am so excited that you have joined our group on **(Insert Day, Date, Time Here)**!

It is my intention to create a welcoming environment where you can connect with Jesus and other people. Here are some directions when you arrive to help get you settled in and comfortable before group starts.

- My address is: **(Insert Address Here)**
- When you arrive please park: **(Insert Parking Directions Here)**.

I will do my best to greet you at the front door, but if I am not there for whatever reason, please come in and I will meet you inside.

Also, just so that you know, **I have 3 large dogs that may bark, but they will be outside. If you have any allergies to animals, please let me know. (Please change to your specific set up.)**

Once you are inside, please help yourself to some of the snacks and coffee in the kitchen **(delete if not serving coffee)**. If you have any dietary concerns, please let me know ASAP.

We have seating for about 6-10 people, so if you have an extra folding chair, please bring it with you **(delete if not requiring additional seating.)**

(Select which option applies to your party.)

- We kindly ask that anyone entering our home would wear a face covering.
- We won't be wearing face coverings, but you are more than welcome to if you are more comfortable doing so.

We will gather in our living room around 10 minutes before we start the group meeting to do a quick round of introductions, so we can all get to know each other. It is our goal to honor everyone's time & be respectful of your families, schedules, etc. so we will end group promptly at **(Insert end time here)** & which will allow 10-15 minutes after for us all to connect & hang out before saying goodbye. My phone number is **(Insert Phone Number Here)** and please reach out with any questions! Can't wait to meet you & get to know you better!

Thank you, **(Your Name)**