



NEXT

DISCOVER LIFEPOINTE
Next Discovery Track



Set up Guide



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CHURCH

Discover Night Event Guide

Welcome to Your Discover Night Resource

Thank you for investing in your church's guest assimilation and community building! This comprehensive guide provides everything you need to host a successful Discover Night that transforms guests from observers into participants.

What is Discover Night? Discover Night is a 90-minute relationship-building experience designed to help guests understand your church's vision, discover their place in the community, and take meaningful next steps in their faith journey.

PLANNING TIMELINE & CHECKLIST

3-4 Weeks Before Event

Administrative Setup:

- ☐ Set date and time for Discover Night
- ☐ Book venue space (fellowship hall, classroom, or multipurpose room)
- ☐ Create event in church calendar system
- ☐ Assign Event Coordinator and Hospitality Lead

Materials & Promotion:

- ☐ Design and order Discover Booklets (one per attendee)
- ☐ Create Next Steps Cards for follow-up
- ☐ Design promotional materials (social media graphics, announcement slides, invite cards)
- ☐ Begin promoting through:
 - Sunday morning announcements
 - Social media posts
 - Personal invitations from members
 - Email newsletters

Team Recruitment:

- ☐ Recruit table hosts (1 leader per table of 6-8 people)

- ☐ Secure volunteers for:
 - Setup and breakdown
 - Greeting and registration
 - Refreshment service
 - Audio/visual support
 - Follow-up coordination

1-2 Weeks Before Event

Materials Preparation:

- ☐ Print all Discover Booklets
- ☐ Print Next Steps Cards
- ☐ Prepare guest name tags and markers
- ☐ Create table host name tags

Event Content:

- ☐ Finalize event script and assign speaking roles
- ☐ Review and test any videos or presentations
- ☐ Create background music playlist (instrumental/worship music)
- ☐ Prepare leader testimony content (1-2 people, 3 minutes each)

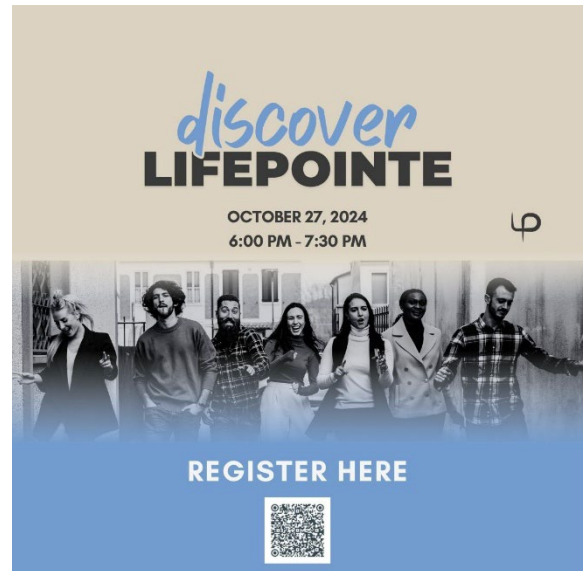
Logistics:

- ☐ Confirm table setup (round tables preferred, seats 6-8)
- ☐ Schedule refreshment preparation
- ☐ Train table hosts on their role and conversation starters
- ☐ Confirm greeter assignments

Day Before Event

Final Preparations:

- ☐ Review final RSVP count
- ☐ Conduct venue walkthrough
- ☐ Set up tables with booklets, Next Steps Cards, and pens at each seat
- ☐ Load presentation content and test AV equipment



Sample Invitation Card

- ☐ Prepare refreshment station
- ☐ Send reminder messages to all volunteers and leaders

Day of Event

5:00 PM - Staff Arrival

- All volunteers and staff arrive
- Complete final room setup
- Set up dessert and beverage stations
- Conduct final AV system check

5:15 PM - Team Prayer & Assignments

- Gather all volunteers for brief prayer
- Review role assignments and event flow
- Distribute any last-minute updates

5:30 PM - Leaders in Position

- All team members at assigned stations:
 - Table hosts at their tables wearing name tags
 - Greeters posted at entrance doors
 - Refreshment volunteers ready
 - Music playing at appropriate volume
 - Welcome area drinks available

6:00 PM - Event Begins

COMPLETE EVENT FLOW (90 Minutes)

6:00-6:10 PM: Arrival & Welcome (10 minutes)

Guest Experience:

- Warm greeting at door by designated greeters
- Offer beverage (water, coffee, or punch)
- Help with name tag creation
- Direct to seating with table host introduction

Staff Actions:

- Greeters welcome each guest personally
- Table hosts engage in casual conversation
- Background music creates welcoming atmosphere

6:10-6:30 PM: Welcome & Icebreaker (20 minutes)**Facilitator Script:**

"Good evening, everyone! Welcome to Discover Night. We're so excited you're here because there's so much more to [Your Church Name] than what you experience on Sunday morning. Tonight is all about discovery—discovering who we are, how we function, and most importantly, how you can be part of what God is doing here."

Event Flow:

1. **Opening Welcome** (3 minutes)
 - Thank guests for attending
 - Brief overview of evening agenda
 - Introduction of key leaders present
2. **Church Highlight Video** (3-5 minutes)
 - Play prepared video showcasing church life and community
 - Focus on relationships, impact, and authentic moments
3. **Table Icebreakers** (12 minutes)
 - Table hosts lead one of the suggested activities
 - Encourage participation but keep atmosphere relaxed

6:30-6:45 PM: Dessert & Fellowship Break (15 minutes)**Instructions for Guests:**

"Let's take a break to enjoy some dessert and get to know each other better. Please feel free to visit other tables, grab something sweet, and continue the conversations you've started."

Staff Actions:

- Encourage mingling between tables

- Leaders circulate and engage with different groups
- Keep music playing at conversation-friendly volume

6:45-6:55 PM: Leader Testimonies (10 minutes)

Purpose: Share authentic stories about the importance of church community

Format:

- 1-2 prepared leaders share briefly (3-4 minutes each)
- Focus on personal transformation through church involvement
- Emphasize themes of belonging, growth, and purpose

Testimony Guidelines:

- Keep stories personal and relatable
- Highlight specific ways the church community made a difference
- Connect to the "Believe, Belong, Bless" framework

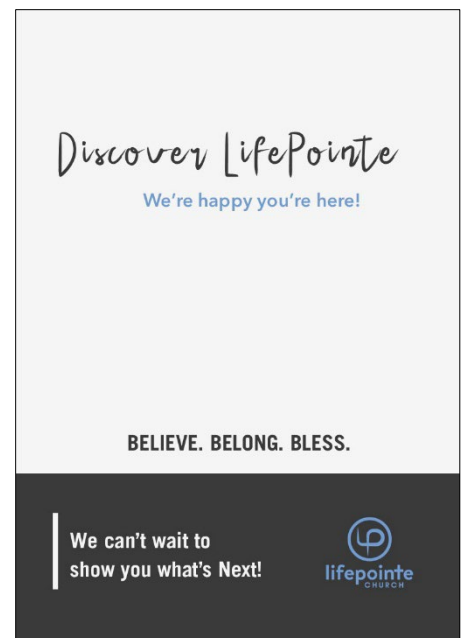
6:55-7:30 PM: Lead Pastor Heart Share (35 minutes)

Using the Discover Booklet as Guide:

This is the core content segment where the Lead Pastor walks through each section of the Discover Booklet, sharing the church's heart and vision.

Suggested Topics to Cover:

- **Church Vision & Mission** (5 minutes)
 - Why the church exists
 - What drives decision-making
 - Long-term vision for community impact
- **Core Values** (5 minutes)
 - What the church stands for
 - How values shape church culture
 - Examples of values in action



Sample Discover Booklet

- **Worship Culture** (5 minutes)
 - Style and heart behind worship services
 - Role of music and teaching
 - Creating authentic worship experiences
- **Community Life** (8 minutes)
 - Small groups/LifeGroups structure
 - Fellowship opportunities
 - How relationships are built and maintained
- **Serving Opportunities** (7 minutes)
 - Various ministry teams and their purposes
 - How gifts and talents are utilized
 - Stories of volunteers making a difference
- **Spiritual Growth Framework** (5 minutes)
 - Believe, Belong, Bless explanation
 - Pathways for spiritual development
 - Resources available for growth


Delivery Tips:

- Share personal stories and examples
- Be conversational, not preachy
- Invite questions throughout
- Highlight unique aspects of your church culture

7:30-7:45 PM: Next Steps Card (15 minutes)

Facilitator Instructions:

We want to make sure you have clear next steps and that someone follows up with you personally. Let's take a few minutes to fill out the Next Steps Card that was at your seat.

Next Steps	I'm PUMPED! Sign me up for...		
	<input type="checkbox"/>	Water Baptism	
	<input type="checkbox"/>	NEXT Steps Course (3 Classes)	
	<input type="checkbox"/>	NEXT Vision Course (5 Classes)	
	<input type="checkbox"/>	Planted New Beginnings Course (8 Classes)	
	<input type="checkbox"/>	Journey Church Membership Course (4 Classes)	
I'm REALLY Pumped! Tell me more about...			
	<input type="checkbox"/>	How to serve as a volunteer.	
	<input type="checkbox"/>	How to serve on a team.	
By the way, my name is: _____			
The best way to reach me: _____			

Sample Next Steps Card

Card Content Should Include:

- Contact information
- Current involvement level
- Areas of interest (small groups, volunteering, baptism, etc.)
- Preferred contact method
- Any questions or prayer requests

Process:

1. Walk through each section of the card together
2. Allow time for completion
3. Table hosts assist with any questions
4. Collect cards before final segment

7:45-7:50 PM: Life Change Testimony (5 minutes)

Purpose: Share a brief, powerful story of transformation

Content Guidelines:

- Real story from someone in the church
- Focus on life change through church community
- Keep it concise but impactful
- Connect to the evening's themes

7:50-8:00 PM: Closing & Next Steps (10 minutes)**Final Instructions:**

"Thank you for spending your evening with us. Here's what happens next..."

Cover:**1. Follow-up Process**

- Someone will contact each guest within 48 hours
- Personalized conversation based on Next Steps Card responses

2. Immediate Opportunities

- Upcoming Sunday services
- LifeGroup opportunities starting soon

- Special events or classes

3. Final Thanks

- Express genuine gratitude for attendance
- Reiterate the church's heart for community
- Encourage questions and continued conversation

Post-Event:

- Allow for natural lingering and conversation
- Table hosts available for additional questions
- Leadership team mingles for informal connection

ICEBREAKER OPTIONS (Choose One Per Table)

1. "Have You Ever..." Mystery Cards

Provide pre-printed cards with checkboxes for interesting experiences (hot-wired a car, danced in the rain, gone skydiving, eaten insects, won a contest, flown a plane, etc.) plus a fill-in section for "Something else I've done that might surprise people is..." Everyone fills out their card, then the table host reads each card aloud while the group guesses who did what. Creates great "I never would have guessed!" moments and reveals surprising stories.

Judge the Book	Have You Ever...	
	<input type="checkbox"/> Hot-wired a car?	
	<input type="checkbox"/> Danced in the rain?	
	<input type="checkbox"/> Gone skydiving or bungee jumping?	
	<input type="checkbox"/> Eaten something unusual like insects or snake?	
	<input type="checkbox"/> Won a contest or competition?	
	<input type="checkbox"/> Flown a plane or helicopter?	
	Something else I've done that might surprise people is...	

	My name is: _____	

Sample Judge the Book Card

2. Three Things About Me

Each person shares three interesting, positive facts about themselves (childhood, hobbies, experiences, family, etc.). After everyone shares, the group tries to remember one thing about each person.

3. Superpower Question

"If you could have any superpower for one day, what would it be and why?" Go around the table for everyone's response.

4. First Job Stories

Ask each person to share their very first job (paid or volunteer). Usually generates interesting stories and laughter.

5. Would You Rather

Present fun, clean dilemmas:

- Would you rather fly or be invisible?
- Would you rather eat dessert before dinner or skip dinner altogether?
- Would you rather vacation at the beach or mountains?

6. Rapid-Fire This or That

Quick either/or questions: Coffee or tea? Beach or mountains? Netflix or books? Cats or dogs? Morning person or night owl?

REFRESHMENT IDEAS & SETUP

Dessert Options

Easy to Serve:

- Mini cupcakes (variety of flavors)
- Chocolate-dipped strawberries or pretzels
- Cookie sampler bar (chocolate chip, oatmeal, sugar cookies)
- Mini cheesecakes or dessert cups
- Brownie bites with light frosting drizzle

Beverage Pairings

- Flavored punch or infused water (cucumber-lemon, orange-mint)
- Coffee station with flavored creamers
- Hot chocolate bar with toppings (seasonal)
- Variety of teas

Presentation Tips

- Use 2-3 tiered serving trays for visual appeal
- Label desserts with small signs (note common allergens)

- Provide small plates, napkins, and utensils
- Add decorative table runner or themed banner
- Display welcome sign: "We're So Glad You're Here!"

Key Principle: Keep everything bite-sized and easy to manage while socializing.

Table Host Training Guide

Role Overview

Table hosts are the key to creating meaningful connections during Discover Night. You're not just filling a seat—you're facilitating relationship and representing the heart of the church.

Pre-Event Preparation

- Arrive 30 minutes early wearing your name tag
- Review the guest list for your table if available
- Familiarize yourself with the evening's agenda
- Prepare 2-3 personal stories about your church experience

During the Event

Arrival Time (6:00-6:10 PM):

- Warmly welcome each person to your table
- Help with introductions between guests
- Share briefly about your role and church involvement
- Create comfortable, relaxed atmosphere

Icebreaker Time (6:10-6:30 PM):

- Lead the selected icebreaker activity
- Participate authentically yourself
- Draw out quieter individuals gently
- Keep energy positive and inclusive

Break Time (6:30-6:45 PM):

- Encourage your table to visit the dessert station together

- Introduce your guests to other church leaders
- Continue conversations naturally

During Presentations (6:45-7:30 PM):

- Listen actively and model engagement
- Be prepared to answer questions about your church experience
- Take note of guest reactions and interests

Next Steps Cards (7:30-7:45 PM):

- Help guests understand each section
- Answer questions about programs or opportunities
- Offer to personally connect them with specific ministries

Conversation Starters

- "What brought you to [Church Name] originally?"
- "What's been your experience with churches in the past?"
- "What are you hoping to discover tonight?"
- "Tell me about your family/work/interests..."
- "What questions do you have about our church?"

Follow-Up Commitment

- Note specific interests or needs of your guests
- Provide your contact information if appropriate
- Commit to greeting them warmly on Sunday mornings
- Consider personal invitations to relevant church activities

FOLLOW-UP PROCESS

Immediate Actions (Within 24 Hours)

1. **Collect and Review Next Steps Cards**
 - Assign each card to appropriate ministry leader
 - Note specific interests and requests
 - Flag urgent pastoral care needs

2. Send Thank You Messages

- Text or email each attendee
- Personalized message referencing something from the evening
- Include information about Sunday services and immediate opportunities

48-Hour Follow-Up

Personal Contact from Assigned Leader:

- Phone call or text based on guest preference
- Reference specific interests from Next Steps Card
- Provide concrete next step opportunities
- Schedule coffee meeting if appropriate

One Week Follow-Up

- Check on any commitments made during initial contact
- Invite to specific upcoming events or classes
- Connect with relevant ministry teams or small group leaders

Ongoing Integration

- Track involvement and engagement over first 30 days
- Assign to newcomer integration pathway
- Regular check-ins from designated connection team

EVENT DEBRIEF QUESTIONS

Within 3 Days of Event

Gather key leaders to evaluate and improve future events:

What Went Well:

- Which elements created the best guest engagement?
- What feedback did we receive from attendees?
- Which table hosts were most effective and why?
- What logistical elements worked smoothly?

Areas for Improvement:

- Where did guests seem confused or disengaged?
- What technical or logistical issues occurred?
- How could we improve the flow between segments?
- What additional training do volunteers need?

Follow-Up Assessment:

- How many guests have we successfully contacted?
- What next steps are guests most interested in?
- Which follow-up methods are most effective?
- How can we improve our integration process?

Future Planning

- Set date for next Discover Night
- Implement lessons learned
- Update materials and processes
- Recognize and thank volunteers

SUCCESS METRICS**Quantitative Measures:**

- Number of attendees vs. RSVPs
- Percentage of Next Steps Cards completed
- Follow-up contact success rate
- Attendance at subsequent church activities
- New member integration within 90 days

Qualitative Measures:

- Guest feedback and testimonials
- Volunteer satisfaction and engagement
- Overall atmosphere and energy assessment
- Leadership team confidence in the process

- Long-term relationship development

RESOURCE CHECKLIST

Materials Needed

- ☐ Discover Booklets (one per attendee plus extras)
- ☐ Next Steps Cards (one per attendee plus extras)
- ☐ Name tags and markers
- ☐ Pens for each seat
- ☐ Table decorations
- ☐ Welcome signage
- ☐ Dessert serving supplies
- ☐ Audio/visual equipment
- ☐ Background music playlist

Volunteer Roles Filled

- ☐ Event Coordinator
- ☐ Hospitality Lead
- ☐ Table Hosts (1 per table)
- ☐ Greeters (2-3 people)
- ☐ Refreshment Team (2-4 people)
- ☐ AV Support Person
- ☐ Follow-up Coordinator
- ☐ Setup/Breakdown Team (4-6 people)

Promotional Elements

- ☐ Social media graphics and posts
- ☐ Sunday morning announcement slides
- ☐ Email newsletter content
- ☐ Physical invitation cards
- ☐ Website event listing
- ☐ Personal invitation training for members

Remember: Discover Night is about creating an atmosphere where people feel welcomed, seen, and connected. Focus on relationships over information, and let your church's authentic heart shine through every element of the evening.

The goal is transformation: helping guests move from observers to participants, from wondering if they belong to discovering that they do.