

Comfort Checklist

Because we are so accustomed to our own environment, some of these things may seem like trivial matters, but when visitors, guests, newcomers or even members enter God's house, if these things are lacking they will be noticed. For those that attend regularly, things like leaky faucets, squeaky doors, burned-out lightbulbs and dirty carpets tend to be unnoticed after about four weeks of constant exposure. However, others, especially first-time visitors, will notice right away.

Use this checklist to create a plan to make the building a safe and welcoming haven for members and guests.

- _____ Every sign is in good repair. The messages are clear and timely. Someone in a passing car can read outdoor signs from any angle.
- _____ Directional signs are adequate to move people into and through the building easily.
- _____ The grounds, exterior and interior are in good repair (no weeds or peeling paint).
- _____ There are "visitor" or "guest" parking spots.
- _____ There is adequate parking, and it is easy to navigate. Consider having an "umbrella brigade" to help on rainy or snowy days. If your church has off-site or parking from a distance, consider a door-to-door shuttle service.
- _____ Entrances are clearly marked and well-lighted.
- _____ There is an information table where people can ask questions.
- _____ Bulletin boards and other visual displays are timely and interesting.

Comfort Checklist (continued)

- _____ Greeters are stationed at all entrances.
- _____ The sanctuary is aesthetically pleasing with ample, comfortable seating.
- _____ Lighting inside the building creates an atmosphere of celebration and warmth and is sufficient for reading.
- _____ The temperature inside the building is comfortable, not too hot or cold.
- _____ There is music playing as people gather for worship or other gatherings.
- _____ Members, as a whole, display a genuine, ongoing attitude of friendliness to everyone.
- _____ There is a special time for fellowship before or after worship and other gatherings.
- _____ In general, there is little or no church-speak or jargon used in our printed materials and verbal instructions, such as "program" instead of "bulletin," etc. so visitors are not confused by unfamiliar words.
- _____ There is a good sound system.
- _____ There is childcare in a safe, clean environment with qualified staffing.
- _____ There are clean, well-stocked restrooms.