Do Newcomers Know You Are Expecting Company?

On the blanks before the question, jot in a “Y” for Yes, a “N” for No, and a “?” for I’m not sure.

1. _____ Do you have attractive, well-placed signs that welcome the public, as well as showing the times of services?

2. _____ Do you have a few guest parking spaces?

3. _____ Do you have parking lot attendants?

4. _____ Is the entrance to your main gathering area/lobby clearly marked?

5. _____ Do you have greeters by your outside doors?

6. _____ Do you provide first-time visitors with a brochure that gives significant information about your church?

7. _____ Do you give out a small appreciation gift?

8. _____ Do you have signs that help visitors locate restrooms, nursery, auditorium, etc.?

9. _____ Have you discovered an appropriate procedure for finding out the names and contact information of the visitors?

10. _____ Do you have trained ushers who are especially sensitive to visitors’ needs?

11. _____ Are your people generally outgoing and friendly to newcomers?

12. _____ Are people assisted in finding places to sit?

13. _____ Does the pastor/worship leader extend a special welcome to visitors (without asking them to stand and be publicly introduced)?

14. _____ Do you plan, as part of the worship time, a few moments when attendees can informally greet others around them?

15. _____ Does your bulletin/worship folder appear attractive, and is it understandable to newcomers?
16. ______ Are you sure to leave out churchy words from your worship folder (e.g. invocation, introit, doxology, postlude) as well as abbreviations and acronyms, which would not be known by the visitor?

17. ______ Are your worship services positive, uplifting, dynamic, and engaging?

18. ______ Have you discovered a method by which visitors can locate the Sunday school class that best fits them?

19. ______ Are visitors shown caring hospitality in your Sunday school classes?

20. ______ Are visitors given special invitations for Sunday lunch by your members?

21. ______ Does the pastor attempt to greet as many visitors and regular attendees as possible?

22. ______ Is a follow-up letter or e-mail sent by the pastor, or another assigned person, to all first-time visitors?

23. ______ Are visitors called upon with a brief visit in their homes the first part of the week that follows the Sunday morning worship service?

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