

Welcoming Ministry

TRAINING MANUAL and PLANNING HANDBOOK

Comfort Checklist

Taking church beyond the walls gives us opportunities to involve and engage seekers and unchurched persons in activities of discipleship and service. How can we be welcoming to visitors, guests, newcomers or even members seeking to witness or demonstrate God's love in the world?

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

- Directional signage is adequate to show people where to park and gather.
- There is adequate parking, and it is easy to navigate. Consider a shuttle service, if necessary.
- There is an information table where people can ask questions.
- Participants wear visible nametags.
- Greeters and event ushers are easy to spot, have answers to most commonly asked questions, and know where to find answers to more complex questions.
- Design and decor of the event creates an atmosphere of celebration, service, and warmth.
- There is music playing as people gather.
- Members display a genuine, ongoing attitude of friendliness to everyone.
- There is a special time for worship and communication of mission before and after the activities.
- In general, there is little or no church-speak or jargon used in printed materials and verbal instructions, such as "witness" instead of "share," etc. so visitors are not confused by unfamiliar words.

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- ___ There is a good sound system.
- ___ There is childcare in a safe, clean environment with qualified staffing.
- ___ Participation is supported with clear leadership and step-by-step directions.
- ___ Opportunities to participate exist for a variety of skills and personalities.
- ___ Necessary transportation and supplies are provided so all can participate.
- ___ Invitations to worship and other church activities are extended beyond the event.
- ___ Food, drink, restrooms, and shelter are provided where possible to provide comfort for participants.
- ___ Simple training/orientation is provided.
- ___ Genuine gratitude is extended to all participants.