

# Walk-Through Analysis



This checklist is meant to be a guide for your congregation to make your church building friendlier in appearance and more welcoming to not only those who may be attending for the first time but also those who are vital to the every-day life of the worshipping body.

## Exterior

### Can passers-by tell that your church is open?

- Has the sign been updated in the last week?
- Is the sign easily readable from the street?
- Is the sign designed to read from moving cars (nine words or fewer, seven-inch block letters)?
- Does the sign include:
  - Worship times
  - Sunday school times
  - Phone number

### Parking

- Is there signage for parking?
- Is there visitor parking and signs?
- Is there handicap and special needs parking?
- Are there directions to the entrance from the parking lot?
- Are there greeters at all entrances of the church building?
- Is it well lit?

### Property appearance

- Is the parking lot clean?
- Does the lawn need mowed?
- Are the sidewalks clean?

### Entrance

- Are there directions/signs to:
- Sanctuary
  - Nursery
  - Restrooms
  - Church Office
  - Youth Room

## Interior

### Restrooms

- Are they clean?
- Do they have a pleasant odor?
- Do they have an attractive decor?
- Are they handicap accessible?
- Are there baby-changing areas in the men's and women's bathrooms?
- Are the mirrors clean and maintained?

### Nursery

- Is it clean?
- Does it have a children's theme?
- Is there a wide selection of child-safe toys?
- Is there adult supervision?
- Is the floor clean?
- Is it located near the sanctuary?
- Are there separate rooms for infants, toddlers, preschool, etc.?
- Is there a nearby restroom?

### Bulletin

- Is the print clear?
- Is it easily followed?
- Are there large-print options available?
- Is it printed on quality paper?

### Communications

- Is there an information table?
- Is it staffed?
- Are the displayed handouts current?
- Do the bulletin boards accurately reflect the work and diversity of the congregation?
- Does the answering machine state worship times?