Invite · Welcome · Connect

Welcome Check List

Welcome

Check List

Newcomer Ministry Congregational Assessment

This list is a starting place for you to assess and create your congregation's system for inviting. It is not intended to be either all inclusive or size specific.

First Impressions

	We do this well	We need to work on this	We do not do this yet
Greeting message on church answering machine Warm, friendly voice with clear information about current service times & instructions for leaving a message	◯	◯	◯
Road signage and/or banners Contain easily readable information while driving by	◯	◯	◯
Facilities inside & out Clean, inviting, attractive, clearly tended & cared for	◯	◯	◯
Designated guest parking Located near the front doors & clearly identifiable	◯	◯	◯
Interior signage Clearly marked entryways, walkways, & map of facilities available	◯	◯	◯
Nursery Accessible, clean, attractive to adults & children	◯	◯	◯
Restrooms Well marked, clean, supplies on hand	◯	◯	◯

Greeting & Welcome

	We do this well	We need to work on this	We do not do this yet
Welcome Team Members:			
• Greeters (parking lot, narthex, welcome table)	◯	◯	◯
• Ushers (narthex, entrance into nave)	◯	◯	◯
• Hospitality (coffee hour)	◯	◯	◯

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Welcome Team Requirements			
• Intentional warm, friendly & informed welcome	◯	◯	◯
• Balance of gender & age on team	◯	◯	◯
Clergy Welcome			
• Clergy contact at door of church before and/or after worship	◯	◯	◯
• Words of welcome from clergy before or during service	◯	◯	◯
Welcome – Information Table – Kiosk Clearly identified with signage & staffed with friendly greeters	◯	◯	◯
Nametags Either everyone wears them or no one wears them	◯	◯	◯
Newcomer information gathering A system is in place for identifying guests/visitor/newcomers	◯	◯	◯
Newcomer welcome gift Welcome gift for newcomers is standard policy	◯	◯	◯
Newcomer information packet and/or welcome bag Information for the newcomer is available at all times	◯	◯	◯
Kid bags Say to newcomers "We welcome your children here!"	◯	◯	◯
Worship bulletin			
• Simple; understandable; newcomer friendly; intelligible to someone who has never been to church	◯	◯	◯
• Use insider language [EYC, ECW] as teachable moment	◯	◯	◯
Hospitality time (coffee hour) following worship			
• Intentional attention to visitors/guests/newcomers	◯	◯	◯
• Placement important – visitor should not have to go out of their way to get to hospitality location	◯	◯	◯

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Follow-Up

Clergy follow-up

• Phone call, text or email from clergy following first visit	◯	◯	◯
• Handwritten note, preferably from clergy, within first week	◯	◯	◯

Staff and/or Laity follow-up

• Phone call, email, and/or handwritten note after 1st & 2nd visit	◯	◯	◯
• Invitation to newcomer coffee/dinner and/or newcomer class	◯	◯	◯
• Distribution of newcomer info to staff/leadership	◯	◯	◯
• Delivery of welcome gift (if not given at time of visit)	◯	◯	◯

For more Follow-up & Tracking system development
(see Connect Check List)

Training, Education, In-House Assessment

	We do this well	We need to work on this	We do not do this yet
Administrative support – (see Connect Check List) Development of admin support system for newcomer ministry	◯	◯	◯
On-going training For entire welcome team, including greeters, ushers, hospitality team	◯	◯	◯
Flow chart Newcomer ministry strategy/process for clergy/staff/leadership	◯	◯	◯
Mystery worshippers audit Invite other Episcopalians to be "mystery worshipers"	◯	◯	◯

The **Episcopal Diocese** *of Texas*

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