

Church Facilities Check-Up



Church Extension Ministries of the
Bible Fellowship Church





About

Nothing jolts us into paying attention to our homes like inviting visitors over. When we are preparing for company we notice the piles that we haven't taken care of yet, the coats and shoes that need to be put away, and the burned out lightbulbs that haven't been replaced yet.

The same happens in our worship spaces. We get comfortable seeing the same surroundings week after week and forget what it would be like for a new visitor to walk into church for the first time.

This guide will help you see your space with fresh eyes so that you can address the spots in your church that need freshening up. You can go through this check up yourself, or better yet, have 5-10 other people go through the check-up individually. Then gather the responses to inform your improvement plan.

How to Use This Guide



Ask at least five church attenders to complete this facility check-up. Ask people from a variety of ages and stages of life.



Have each attender choose a different time to complete the check-up. This should not be completed during a service or gathering so the person's focus can be on the facility.



Before each person walks into the building, have them imagine they are seeing the facility for the first time. Pretend you have never seen it before and are forming a first impression.



Mark a score from 1-5 for each area. Make notes about specific areas that need improvement. Tally the scores and turn the guide into the project leader.



Meet with the facilities leadership team to assign people to follow up and improve each area that needs to be addressed. Give each person a due date for their responsibilities. Follow up as needed.

Facility Check-Up

CHURCH WEBSITE

1 2 3 4 5

Location and service times listed? Accurate info? Current? Looks welcoming?

Notes:

SOCIAL MEDIA

1 2 3 4 5

Looks inviting? Features real pictures and not just stock photos? Includes upcoming events? Are comments responded to?

Notes:

OUTSIDE SIGNAGE

1 2 3 4 5

Easy to read from street? Accurate? Can you tell what door to enter? Where is the office?

Notes:

PARKING LOT

1 2 3 4 5

Are spots clearly marked? Handicap parking? Any trash or landscape need attention?

Notes:

Facility Check-Up

EXTERIOR BUILDING

1 2 3 4 5

Landscaping? Any trash? Anything unsightly? Do lights work? Need paint?
Walkways clear?

Notes:

INTERIOR SIGNAGE

1 2 3 4 5

Are the bathrooms well marked? Office? Children's areas? Worship center?

Notes:

INTERIOR APPEARANCE

1 2 3 4 5

Any clutter? Clean? Too much or too little furniture? Looks attractive?

Notes:

WORSHIP CENTER

1 2 3 4 5

Well-cared for? Any clutter? Clean? Easy to access seating?

Notes:

Facility Check-Up

RESTROOMS

1 2 3 4 5

Towels and soap in supply? Clean areas? Well-lit?

Notes:

CHILDREN'S AREAS

1 2 3 4 5

Is there clutter? Are the toys/supplies well-organized? Clean? Safe? Is the furniture child-sized?

Notes:

OTHER CLASSROOMS

1 2 3 4 5

Clutter-free? Clean? Safe?

Notes:

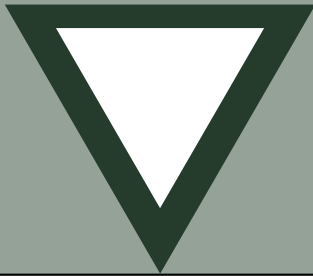
HALLWAYS

1 2 3 4 5

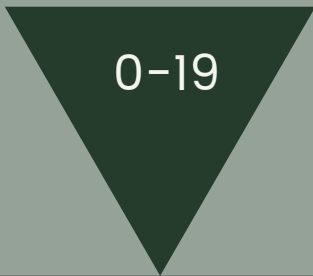
Bulletin boards or welcoming centers up-to-date? Free of tripping hazards?

Notes:

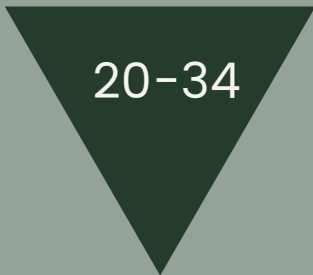
Results



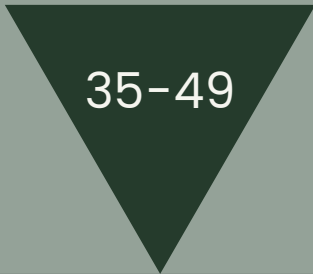
Total up your numbers and write them here.



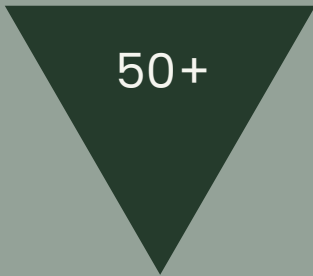
Unacceptable: Your facilities need a lot of help and attention and should be the top priority.



Acceptable: Although not everything is in bad shape, there are a few things that need immediate attention.



Average: Your situation is not dire, but you do have room for improvement.



Above Average: Your facility is doing very well and is attractive to first time guests. Keep up the good work and work to maintain clean and attractive appearance.

Facility Action Plan

Use this page while talking with your facilities leadership team to make specific plans for improvement. Remember to delegate and get everyone involved. Sometimes the first step in an action plan is to ask for advice or help from others. Establishing a due date creates urgency for the work to be completed. While it may be tempting to tackle everything at once, stick with three to five areas of improvement for now. Later you can add more when these are complete. This way the task is not overwhelming.

FOCUS AREA:

Action Step 1:

Action Step 2:

Action Step 3:

Due Date:

FOCUS AREA:

Action Step 1:

Action Step 2:

Action Step 3:

Due Date:

FOCUS AREA:

Action Step 1:

Action Step 2:

Action Step 3:

Due Date:

FOCUS AREA:

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