



LUTHERAN CHURCH–CANADA National Lutheran Open House

Open House Checklist

As you prepare for the National Lutheran Open House, here are a few things you may need to consider. Remember, you only have one opportunity to make a first impression!

Exterior

Walk around your building as if you were encountering it for the first time.

1. Is the name of the church clear and easily seen?
2. Is your church sign clean and easily readable? Does it include your service times?
3. Is the entrance to the driveway clearly marked?
4. Do people easily see where to park?
5. Do people know how to get from the parking lot into the church?
6. Do you have visitor parking clearly identified?
7. Are the church grounds tidy and inviting?
8. Does the building look in good repair?
9. Is handicap accessibility clearly marked?
10. Are sidewalks and walkways clear of debris?
11. Is the entrance most people use clearly marked?
12. Is the front door unlocked on Sundays? If it is a double door, is the one that opens clearly marked?

Interior

Enter your church building and join in worship imagining you are there for the first time.

1. Is the narthex clear of clutter and cobwebs?
2. Is someone there to greet you?
3. Will visitors know where the coat racks are?
4. Are the bulletin boards neat and tidy? Are the posters, available literature, and congregation brochures current?
5. Is the Sunday school area clearly identified?
6. Are Sunday school rooms clean, uncluttered and inviting?
7. Is the cry (comfort) room clean, stocked with appropriate supplies, clean toys and a working PA speaker?
8. Are washrooms clearly marked, clean and stocked with supplies?
9. Are ushers trained to help people find a seat?
10. Are members ready to identify and assist visitors in navigating the hymnal and Order of Service?
11. Is communion policy available in printed form either in the pew or in the worship bulletin?
12. Does the worship bulletin include everything a visiting worshipper needs?
13. Does the pastor provide clear worship instructions during the service?
14. Do members introduce themselves?
15. Is the guest book easy to find?
16. Is there a member assigned to greet those who sign the guest book?
17. Do you have an up-to-date list of church information for guests and for members to share?
18. If there is coffee after the service, is it easy to find the area in which it is served?

Public Presence

1. Is your website current?
2. Is your website address and e-mail address on everything you publish, including bulletins?