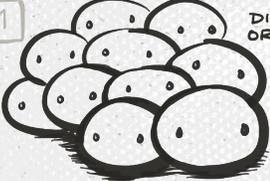


CHURCH FACILITY CHECKLIST

The church is not a building or facilities. The church is the body of Christ made of the members of the body. We do not want to overstate the importance of facilities as if they are to be equated with the Church herself. But facilities are very important. They affect the experience of guests. They determine if you have adequate room for worship, groups, and children. They can be a source of pride or embarrassment for the community in which they are located. Below is a checklist of ten items you should consider.

1  DIFFERENT CHURCH MEMBERS OR GUESTS SHOULD CONDUCT A **FACILITY Audit** AT LEAST ONCE A YEAR

We have produced a facility audit for you to use at thomrainer.com/audit.

6 **ANOTHER GREAT NEED IN CHURCH FACILITIES IS A FRESH COAT OF**

PAINT

Most of the time church members can do much of the labor. Painting is a relatively inexpensive effort to help rejuvenate tired and dirty facilities.

2 **MYSTERY GUESTS** WILL GIVE YOU A GOOD IDEA OF WHAT YOUR FACILITIES REALLY LOOK LIKE

Members get used to looking at the facilities and don't think much about them. We

recommend utilizing mystery guests anywhere from one to four times each year.

7  MANY CHURCHES DO NOT HAVE ADEQUATE **FOYER SPACE**

This space is critical for fellowship and conversations before and after worship services.

3  **THE 80% RULE** IS NOT A HARD AND FAST RULE FOR YOUR WORSHIP CENTER CAPACITY, BUT IT IS A GOOD GUIDELINE.

When the worship center is 80 percent full, it appears totally fully and discourages people from entering. A church with a real capacity of 300, for example, actually has a felt capacity of 240 (300 x 80%).

8 **THE CHURCH FACILITIES SHOULD INCLUDE** **ADEQUATE + QUALITY SIGNAGE**

IN THE BUILDING ON THE STREET IN THE PARKING LOT

Again, these are facility issues not noticed by most church members after they have been at the church a few weeks. But signage is critical to reach the first-time guest or the infrequent visitor.

4  **THE '80% RULE' ALSO APPLIES TO THE PARKING LOT**

Too many church leaders have no idea what their parking lot capacity is. Someone should

count the number of spaces before the week is over. The total capacity will be about 80 percent of the count. On the average, each car will have two persons per car (use 2.5 per car for churches with younger demographics). This calculation will provide your church with its "total parking attendance" capacity.

9  **LIGHTING & SOUND** ARE BECOMING VERY IMPORTANT ISSUES IN CHURCH FACILITIES

There are experts in this field that determine what is best and most affordable for your church. Most of them will provide a free evaluation and consultation.

5  **ONE OF THE GREATEST NEEDS IN CHURCH FACILITIES IS CLEANING** **CLUTTER**

Church facilities become a storage area for Bibles, raincoats, umbrellas, donated broken pianos, Bible study material, and much more. The church should look at the clutter with fresh eyes and clean the place.

10 **ONE OF THE MOST IMPORTANT FACILITY AREAS OF THE CHURCH IS THE CHILDREN'S AND PRESCHOOL AREAS**



That area should be clean, hygienic, well-lighted, secure, and well-staffed. A church that decides to shortcut anything in this area is a church that will struggle to reach and retain young families.