

# Inviting visitors audit checklist

## Finding the church

- Is the church easy to find with clear signage and online instructions?
- Is the entrances to the churchyard and church clearly marked and inviting?

## Parking

- Is it easy for visitors to find parking information online?
- Are there designated spaces available for individuals with restricted mobility?

## Access

- Are any access issues clearly communicated online?
- Are pathways to the church suitable for prams and pushchairs?
- Are handrails available for those with limited mobility?
- Are there any uneven or slippery areas along the churchyard path?
- Do you offer toilet and baby-changing facilities?

## Churchyard

- Is there a clear graveyard plan which is easily accessible to visitors?
- Are the watering and refuse areas clearly marked for those visiting graves?
- Are the grassed areas well-maintained and free of litter?
- Is there enough seating for visitors? If not would providing folding chairs during the Summer months be helpful?

## Signs and noticeboards

- Is the overall presentation neat and inviting?
- Do any of the notices need updating?
- Could some of the less visitor-friendly notices be relocated to the edges?
- Does the signage convey a warm welcome, encouraging people to enter the church?
- Are any signs in need of cleaning or repainting?
- Does any language on the signs need to be simplified or made more friendly?

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## Porch

- Is there a welcoming sign near the door, inviting people to come inside?
- Is there a noticeboard? If so does it include service times and contact details for clergy or lay leaders?
- Is there a bowl of fresh water available for dogs?
- Is the door easy to open? If not, is there a sign with clear instructions on how to open it, encouraging people to do so?
- Would placing a 'Welcome' A-board outside the porch help let passers-by know you're open and ready to welcome visitors?

## Inside the church

- Consider adding a sign inviting visitors to turn the lights on (and off when they leave) or to make themselves a cup of tea, if you have the facilities.
- Is the church clean and clutter-free? If not, consider asking someone outside of the church community to cast a pair of fresh eyes over the building.
- Are the edges of steps clearly marked for safety?
- Is your welcome area or table clean and inviting?
- Is there a visitor book and pen, clearly visible for visitors not sign?

## History, art and culture

- Do you have information about the history and any significant features in the church? Is it interesting and easy to read?
- Is there signposting in specific areas inviting visitors to 'look up' if you have an interesting ceiling etc?
- Have you considered QR codes linked to your website, an Info-Point or an Explorer app to help orientate and inform visitors? (see the Information Pack for more information)

## Children

- Is the church a welcoming place for children with books, toys and colouring sheets featuring Bible stories/saints/prayers and colouring pencils?
- Are these clean, and regularly maintained?

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## Faith

- Is there any information about the Christian faith for visitors to read and take away with them? (see Information pack for a suggestion)
- Are there any resources for visitors who may be grieving or experiencing mental health challenges, such as anxiety or depression?
- Are there clear contact details for someone visitors can reach out to if they want to learn more about Christianity or simply need someone to talk to? Are these details easy to find?
- Are the contact details for reporting safeguarding concerns clearly visible and easy to find?

## Encouraging visitors to participate and connect

- For visitors who might feel unsure about praying is there a simple prayer displayed to help get them started?
- Is there a dedicated space where visitors are invited to pray?
- Are prayer resources available?
- Is there a place for visitors to leave prayer requests?

## Communicating what happens in your church

- Is there clear information about your services, along with an invitation for visitors to attend?
- Is there a photo of so visitors know what to expect?
- Are there details about courses and events happening at your church?
- Does this information look current, well-presented and inviting?

## Security and health & safety

- Do local residents know that the church is operating an open-door policy so they can observe activity?
- Have you encouraged local people to pop into the church while passing by?
- Are you thinking of using volunteer stewards? If so make sure you have considered their personal safety if they might be alone in the church at any time? (see Information Pack for further details)
- Are any valuables locked away and less valuable/portable movables secured?
- Have you completed risk assessments regarding Health & Safety for both inside and outside the church? (see Information Pack for further details)

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## Impact on church buildings

If you need to make any alterations, have you consulted the Church Buildings Support Officer ([sbarrett@diocant.org](mailto:sbarrett@diocant.org)) regarding the relevant permissions needed?

## Communications Strategy

Have you considered how to publicise your open church to various categories of visitor using your website (also national websites), local magazine and fliers?

- Members of the local community
- Tourists
- Pilgrims
- Walkers
- Families with children

## Maximising donations

Do you have a self-service contactless donation device? Is it well promoted with a poster which sets out the impact and needs of your church?

[How to use your contactless device - poster template.](#)

Do you have a QR code that directs visitors to your giving page, such as Parish Giving Scheme or Give A Little? Is it included on something like a pew-card that highlights the impact and needs of your church, and can be easily taken home?

