

Church Welcome Team Quick Start Checklist

12 practical steps to help guests feel genuinely welcomed

Set up clear directional signage from parking lot to main entrance

Designate 2-3 parking spots for first-time guests (closest to entrance)

Station one friendly greeter in parking lot during inclement weather

Have welcome table staffed 30 minutes before service starts

Ensure greeters know layout: bathrooms, children's ministry, sanctuary

Prepare simple welcome folders with service times and contact info

Train greeters to ask: 'Is this your first time with us?' with genuine warmth

Acknowledge visitors during service without requiring them to stand

Have children's ministry staff introduce themselves to visiting parents

Follow up within 48 hours with simple thank-you text or email

Remember visitor names and greet them by name on return visits

Keep connection cards simple: name, contact info, prayer requests only