

# CHURCH FACILITY AUDIT



 **CHURCH ANSWERS**  
FEATURING THOM RAINER

# ABOUT

This resource will help you rate your church facility from a fresh perspective. Much like your own home, your church facility might have areas you no longer notice. This may be due to familiarity or simply never asking the right questions.

Most of these areas should be easy to remedy. A few might require significant investment. Either way, we encourage you to be honest with yourself and keep an open mind. We pray this guide will serve you well.



# HOW TO USE THIS RESOURCE



5

This audit should be completed by at least five church members.



Each member should select a different time to view the church. This particular survey should be done during the week, and not during weekend services.



Try to imagine you have never seen your church facility or website. Do your best to form a first impression.



For each item, you will provide a score from 1 to 10. The lowest score means "totally inadequate," and the highest score means "nearly perfect."



After all the members have completed the surveys, they should meet with key leaders in the church to discuss their findings. From there, a task force can be formed to improve overall guest friendliness on the website and in the facilities.

# SURVEY

Totally  
Inadequate

Acceptable

Nearly  
Perfect

## CHURCH WEBSITE

Is it attractive? Functional? Free of errors? Up-to-date? Are service times and address listed?

1 2 3 4 5 6 7 8 9 10

## EXTERIOR SIGNAGE

Visible from street? Worship center clearly marked? Office entrance clearly marked?

1 2 3 4 5 6 7 8 9 10

## PARKING LOT

Clear signage direction? Neat appearance? Handicap parking? Guest parking? Other?

1 2 3 4 5 6 7 8 9 10

## GENERAL EXTERIOR APPEARANCE

Neat exterior of building? Well-landscaped? Pleasing to the eye? Kept up well?

1 2 3 4 5 6 7 8 9 10

# SURVEY

Totally  
Inadequate

Acceptable

Nearly  
Perfect

## INTERIOR SIGNAGE

Clear directions to offices, worship center, preschool, welcome center, etc?  
Special instructions for guests and visitors?

1 2 3 4 5 6 7 8 9 10

## GENERAL INTERIOR APPEARANCE

Neat? Up to date? Furniture? Lack of "junk" lying around? Well cared for?  
Clean? Adequate number of trash cans? Neat and clean interior paint?

1 2 3 4 5 6 7 8 9 10

## WORSHIP CENTER/SANCTUARY

Pleasing to the eye? Well-kept furniture? Lack of "junk" lying around? Well  
cared for? Clean? Interior paint? Neat hymnals, Bibles, guest cards, pens, etc?

1 2 3 4 5 6 7 8 9 10

## RESTROOMS

Good locations? Adequate number? Adequate number of toilets? Clean? Well-  
supplied? Up-to-date? Clean and adequate soap, towels, hand dryers?

1 2 3 4 5 6 7 8 9 10

# SURVEY

Totally  
Inadequate

Acceptable

Nearly  
Perfect

## CHILDRENS' AREAS / PRESCHOOL / NURSERY

Clean? Modern furniture? Newer toys? Appearance of security? Overall sense of safety and sanitation if you left your own child or grandchild there?

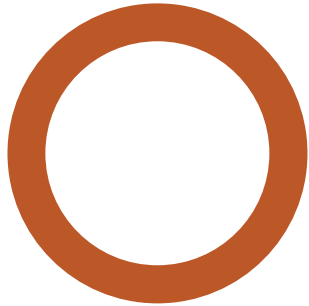
1 2 3 4 5 6 7 8 9 10

## OVERALL APPEARANCE OF CHURCH FACILITIES

Compared to other churches? Compared to secular organizations? Cleanliness? Up-to-date? Space? Hallways? Foyers?

1 2 3 4 5 6 7 8 9 10

# RESULTS



**Total your numbers and write it here**

**10-39**

**Very Bad:** Your church is in very bad condition with its facilities and/or website. Immediate and remedial actions are needed.

**40-69**

**Barely Acceptable:** Though your church facility and website have some strengths, there are still several remedial actions that should be made over the next six months.

**70-89**

**Acceptable to Above Average:** Your church website and facility are better than most other churches. Some tweaks could be made to make it even better.

**90+**

**Incredible:** Your church website and facility are among the best in the nation. Keep up the good work!