



# Welcoming Checklist

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- Entrance to building clearly marked: How does someone get in?
- 'Welcome to Our Congregation' sign up?
- Is it easy to find staff members in the building?
- Staff/Lay leadership names and contact information
- Service times posted?
- Office hours posted? (If someone comes on Shabbat, will they know when you're open during the week?)
- Congregation information readily available?
- Rooms (and directions to rooms) clearly marked?
  - Sanctuary
  - Chapel
  - Restrooms
  - Classrooms
  - Office
  - Nursery / babysitting
  - Youth lounge
  - Coat room
  - Gift shop
  - etc, etc.

**(Cont.)**



In addition, congregations should consider  
whether or not the following are  
“User-friendly”

- Congregational Documents
- Gender awareness
- Family structure inclusive
- Website
- Driving in
- Walking in
- Membership Policies
- Committee Structure/Culture