

Assessing your Parish Welcome

Some questions to ask in pairs as part of the preparation for Section 4 (i.e. the second Session)

DETAILS OF THE MASS YOU ASSESSED:

TIME

DATE

LOCATION (e.g. if more than one church/mass centre in the parish)

1. The view from the pavement

Are the church grounds tidy?

Excellent Good Average Poor Terrible

Comments

The Notice Board

Can the main notices be read from the street?

Yes No Only during the day

Comments

Is the board tidy, in good repair and up-to-date?

Yes No

Comments

Are the phone numbers of the parish priest and the parish office clearly displayed?

Yes No

Comments

Are the posters friendly and colourful?

Yes No

Comments

The Porch

Is the porch tidy?

Yes No

Comments

Are notices kept up-to-date and well displayed?

Yes No

Comments

Are the posters friendly and colourful?

Yes No

Comments

Is there plenty of information to show the activities of the parish?

Yes No

Comments

Is there information about people responsible for various activities - their names and telephone numbers?

Yes No

Comments

2. Sunday morning

Arrival

Is the car park clearly indicated?

Yes No

Comments

Are there disabled spaces?

Yes No

Comments

Are the car parking arrangements clear?

Yes No

Comments

Does anyone help people to park?

Yes No Sometimes

Comments

Is the entrance of the church clearly indicated?

Yes No

Is there disabled access?

Yes No

Comments

How are the welcomers identified?

Badges Other insignia No identification

Comments

How do the welcomers welcome people?

In a friendly manner In a neutral manner In a cool manner

Comments

Does someone give newcomers hymn books, mass books or orders of service and newsletters – and explain which is which?

Yes No

Comments

Does someone show newcomers to a seat?

Yes No

Comments

Are members of the congregation welcoming if a newcomer sits next to them?

Yes – all Yes – some/most Yes – a few No – none

Comments

Are there parish welcomers at baptisms, funerals and other services?

Yes No Sometimes

Comments

During the service

Is the church P.A. system adequate? (Quality of sound, microphone provision?)

Yes No

Comments

Are newcomers welcomed at the start of the service?

Yes No

Comments

Are newcomers given help with page numbers and hymns etc?

Yes No

Comments

Is it made clear when to stand, sit and kneel during the service?

Yes No

Comments

Is it clear when and how to come up to receive communion?

Yes No Sometimes

Comments

Are people invited to come up for a blessing if they are unable to receive communion?

Yes No

Comments

After the service

Are there parishioners available to speak to people as they leave?

Yes No Sometimes

Comments

Does someone invite and accompany newcomers to coffee?

Yes No Sometimes

Comments

Is it easy to locate the lavatory? Is there disabled access to it?

Yes No

Comments

Are there welcome cards for newcomers to fill in to inform the parish of their names and addresses?

Yes No Sometimes

Comments

Do members of the congregation spontaneously approach newcomers at coffee?

Yes No Sometimes

Comments

Special needs

Is there a loop induction system for the hearing-impaired?

Yes No

Comments

Are there large-print hymnbooks, newsletters, etc, for the visually-impaired?

Yes No

Comments

Are people with disabilities invited to undertake liturgical ministries?

Yes No

Comments

Is it clear from the notice board and at the door that children are a normal part of church life?

Yes No

Comments

Is there an area where restless toddlers can be taken, babies breastfed, etc?

Yes No

Comments

Is there a selection of books and *quiet* toys available for very young children?

Yes No

Comments

Is there a Children's Liturgy of the Word or other group for children?

Yes No Sometimes

Comments

Does someone invite new children to join in the Children's Liturgy of the Word?

Yes No Sometimes

Comments

Are the congregation involved in the blessing and dismissal of the children? Do they know what will be happening in the children's celebration?

Yes No Sometimes

Comments

Are the children involved in the procession of the gifts when they return to the church?

Yes No Sometimes

Comments

How does the congregation react to a parent with a small child in church – especially if the child is noisy?

- Supportive reaction Neutral reaction Angry reaction

Comments

Are children invited to come up for a blessing at communion?

- Yes No Sometimes

Comments

Do children play any part in the service?

- Yes – as altar servers Yes – in other ways No
Sometimes

If Yes in other ways, please specify:

After the service, are there drinks and toys suitable for children?

- Yes No Sometimes

Comments

Are young people (11+) involved in the service in any way?

- Yes No Sometimes

Comments

4. After the first Sunday

How does the parish use the information written on welcome cards?

Rapid follow-up Delayed follow-up No follow-up Don't know

Comments

Does the parish have a welcome pack of information relevant to newcomers or a parish handbook?

Yes No

Comments

Are newcomers contacted during the week after their first visit to church?

Yes No Sometimes

Comments

Is there a parish process for welcoming returning Catholics (e.g. *Landings*) ?

Yes No

Comments

Parish activities

Are all social and ethnic groupings included in the life of the parish?

Yes No Sometimes

Comments

Are there occasional courses for parishioners, new and old?

Yes No Sometimes

Comments

Does the church have a bookstall or repository?

Yes No Sometimes

Comments

Are there social events in the parish?

Yes No Sometimes

Comments

Does the parish organise welcome events (*e.g. cheese-and-wine for newcomers*)?

Yes No Sometimes

Comments

Does the church have ongoing contact with the local press?

Yes No

Comments

Does the parish have a website, and is it updated regularly?

Yes No

Comments

Are there regular leaflet drops in the neighbourhood?

Yes No

Comments

Is there the opportunity to meet church people socially away from church premises?
(e.g. the pub or)

Yes No

Comments

Additional thoughts

Add any other observations about the way your parish welcomes newcomers and/or regulars.

(Additional thoughts, continued)