

Facility Selection Checklist

Instructions

This facility selection checklist is a tool designed to help church planters select their initial meeting location for worship services. The checklist includes two parts: a list of questions to consider and a summary matrix for grading/comparing different facilities. The matrix can be adapted to the specific needs of the church planter.

Part 1 – List of Questions: For each potential facility consider the questions in part 1. Start by reviewing the list of questions and then ranking the questions based on their importance. Some questions are more important than others and you should avoid giving equal weight to each of the questions. We recommend doing this ranking of importance before ever looking at facilities. In doing the ranking, we recommend that you assign a weighting factor of 1, 2 or 3 to each question based on its importance. The most important questions get a 3, the least important get a 1. For example, location, auditorium size, and cost may be very important to you. If so, these questions would be assigned a weighting factor of 3. The matrix in Part 2 has a column for you to assign a weighting factor to each question. If you choose not to use the matrix in Part 2, you can simply answer each question in part 1 using the space provided.

Part 2 – Comparison/Summary Matrix: The matrix in Part 2 provides a convenient and easy to use tool for comparing different facilities and using the weighting factor assigned in part 1. We recommend the following steps be followed:

1. Start by filling in the weighting factor column
2. Fill in the facility names at the top of the matrix (matrix supports up to 5 different facilities)
3. For each facility, assign a rating for each question. We recommend using a slightly different point scale of -1, 0 or 1. A “-1” rating is weak/poor/bad/below average. A “1” rating represents good/strong/above average. For example, if access to the facility is very poor because of a divided highway, the rating would be a -1.
4. For each facility, calculate a score for each question. The score is calculated by multiplying the weighting factor by the rating. For example, if location is considered very important (3 for weighting factor) and the facility is located on a high visibility major road in the middle of town (rating of 1), the score would be 3 (3 x 1). On the other hand, if the location is very important (3 for weighting factor), but the facility is in a poor location (rating of -1), the score would be -3 (3 x -1).
5. After rating each question and calculating scores for each question, add up the total score for each facility and record the score at the bottom of the matrix/table. Facilities with the highest scores should represent your overall best selections.

Part 1 – List of Questions

Questions to Consider When Selecting a Facility

1. Is the potential location close to a major intersection or road (i.e. is there good visibility and drive by traffic)?
2. Is the parking lot easy to access from the road(s) adjacent to it (e.g. stop light, stop sign, divided highway, etc.)?
3. Are there any natural land barriers within 5 miles of the facility that could limit attendance (e.g. rivers, airports, etc.)?
4. Are there any socio-economic barriers that could limit attendance?
5. Are there any psychological barriers for your target audience?
6. Considering natural traffic patterns of the area, is the facility in a desirable location (e.g. do people normally drive past the facility on their way to work or to shopping centers)?

Questions for Facility Point of Contacts

7. County requirements/prerequisites (e.g. church address/presence in North Fulton County). This information can be requested from the county as soon as possible. The goal is to get information that is applicable to all schools and/or public facilities in the county before contacting individual facilities.
8. How much space is available for worship?
 - a. Is there flexibility for 1 or 2 services?
 - b. What is the margin for growth?
 - c. Is there an auditorium available?
 - d. How many seats?
9. What type and how much space is available for children's ministry (including nursery)?
 - a. Are classrooms available? How many?
 - b. Are other rooms available?
 - c. Are hallways available for use?
10. What type and how much space is available for Adult Sunday School/Small Groups?
11. Is there adequate space for a welcome table/reception area?
12. Are there any time restrictions in getting in and out on Sunday morning?

13. What is our responsibility in cleanup?
14. Is the facility available for times other than Sunday (e.g. religious education classes, carnivals sponsored by the church, mid week meetings, etc.)? Are outdoor events allowed? How far in advance do we need to request facilities for events held other than Sunday morning?
15. How much will it cost and at what frequency will billing occur (i.e. bill for hourly use, get billed prior to month, etc.)?
16. Any restrictions on serving light food and beverages while at facility?
17. Any restrictions on food and beverages in worship area?
18. Will we have access to any facility equipment (e.g. lighting, sound, projection, TV's, VCR's, etc.)?
19. Is there any storage space available for our use?
20. Are we allowed to put temporary signs up on Saturday evening and/or Sunday morning?
21. Can we use a back entrance (or closest entrance to our band location) or only front entrance?
22. Any restrictions on parking?
23. Any other facility specific restrictions?

In addition to asking the above questions, you should visit each potential facility to do an on-site evaluation of the facility (e.g. layout, parking, location, worship space, adequacy of children's space, etc.)