



Sunday Morning Readiness Checklist

A simple Sunday rhythm for a prepared, welcoming, distraction-free morning.

Use this checklist to confirm the people, spaces, technology, materials, and final details are ready before the first guest arrives.

SUNDAY / DATE: _____

SERVICE TIME: _____

BEFORE SUNDAY

- ☐ Confirm service schedule, speaker, sermon title, Scripture, and any special elements.
- ☐ Verify worship order, announcements, baptisms, communion, videos, or presentations are finalized.
- ☐ Confirm key volunteers and ministry leaders are scheduled and know their arrival times.
- ☐ Prepare bulletins, connection cards, handouts, signage, and other materials needed for Sunday.

FACILITY & WELCOME

- ☐ Walk through entrances, lobby, sanctuary, restrooms, classrooms, and children's areas for readiness.
- ☐ Confirm welcome/greeter areas are staffed and guest information or gifts are in place.
- ☐ Check room setup, seating, temperature, lighting, supplies, and visible signage.
- ☐ Make sure parking, directional signs, and accessibility areas are clear and welcoming.

WORSHIP & TECHNOLOGY

- ☐ Test microphones, sound, presentation screens, livestream/recording, and internet connection.
- ☐ Confirm slides, lyrics, sermon media, announcement graphics, and videos are loaded and in order.
- ☐ Check instruments, batteries, cables, adapters, remotes, and other essential equipment.
- ☐ Make sure the worship/tech team knows any last-minute changes before the service begins.

FINAL SUNDAY-MORNING CHECK

- ☐ Do a final walk-through 20-30 minutes before service and correct anything that is out of place.
- ☐ Confirm children's ministry, security/safety, hospitality, and other key areas are ready to receive people.
- ☐ Communicate last-minute changes to the people who need to know without creating unnecessary confusion.
- ☐ Pause before service begins: the details are prepared; now focus on welcoming and serving people.

ONE THING THAT NEEDS EXTRA ATTENTION THIS SUNDAY

Preparation creates space for ministry to happen well.