

# Christmas Week Pastor Checklist



## *Service & Message*

- Finalize order of service and stop making change
- Remove unnecessary announcements or elements
- Ensure transitions are brief and clear
- Prepare a gospel-centered, guest-friendly message
- Clearly explain who Jesus is and why He came
- Prepare a natural, understandable invitation

## *Volunteers & Team*

- Send encouragement and clarity to volunteers
- Confirm arrival times and expectations
- Emphasize hospitality and awareness of guests
- Remind team members this weekend matters

## *Guest Experience*

- Walk the campus as a first-time guest
- Check signage, parking, and entrances
- Ensure restrooms and common areas are clean
- Test children's check-in flow

## *Christmas Eve Preparation*

- Plan a reverent, hopeful tone
- Be sensitive with humor and pacing
- Build in moments for reflection
- End with a clear message of hope

## *Follow-Up*

- Decide how guests will be contacted
- Prepare follow-up communication ahead of time
- Plan a simple next step for guests
- Communicate what is coming after Christmas

## *Personal Care*

- Spend intentional time with the Lord
- Protect sleep and energy where possible
- Delegate tasks that do not require you
- Remember why Christmas matters