

MINISTERING AT THE CLOSE OF THE SERVICE

- Candy Host/Hostess oversee children at the close of the service
- Host/Hostess should stand on the inside, at the back doors, with head bowed and hands folded to keep reverence and order during the altar call.
- Say a goodbye and God bless you to all the visitors as well as the rest of the church family.
- Speak a kind word to everyone who participated in the service in any way.
- Ask the visitors if they would like to meet the Pastor and receive a free tape.
- Host/Hostess should remove nametags after each service and place in nametag drawer.
- Tidy up the building after each service. Pick up any trash or papers. Straighten up songbooks. Check restrooms for good order and supplies.

Note: Please let the Head Host know before the service if you are NOT going to be able to be at church for your scheduled Hosting Ministry time.



MISSION STATEMENT

As a Host/Hostess you are fulfilling the command of Scripture: Romans 16:5, "*Likewise greet the church that is in their house.*" The word greet means to: "*enfold in the arms, to salute, or to welcome.*" As a Host/Hostess, you are to make welcome all who come to the Lord's house. Your responsibility is to ensure that every person entering the church is greeted, and visitors are offered assistance as appropriate. You want to make sure everyone feels important, welcome and is able to find his/her desired destination easily. In order to fulfill this ministry with excellence you should study and become thoroughly acquainted with these guidelines.

PREPARATION FOR HOST/HOSTESS MINISTRY

- Be at church ready for hosting ministry 20 minutes before each service.
- Be neat and clean. - Wear your Sunday best.
- Use a breath mint.
- Wear a Host/Hostess nametag during every service you minister.
- Make sure you have welcome packets - complete and in order with pens.
- Make sure attendance record pads and pens are in good condition to be handed out.
- Greet and hand out welcome packets to visitors already seated.
- Check with the Head Host for any special instructions.
- Always PRAY with the Head Host before you start your ministry of hosting.
- Tidy up the building before and after each service. Pick up any trash or papers. Straighten up songbooks.
- Check restrooms for good order and supplies.

MINISTERING AT THE DOOR

- Assist people, especially the elderly or disabled at the main glass door entrances as they enter.
- During times of rain offer umbrella assistance to people coming from their cars into the building.
- Greet *everyone* as they enter the building (not just visitors).
- Make sure children know where to go for class.
- Greet visitors as follows:
 - Introduce yourself to them.
 - Be very friendly and helpful.
 - Ask for their name.
 - Give them a welcome packet and give a brief explanation of the contents.
 - Ask them to fill out the visitor card.
 - Tell them to drop it in the offering plate or turn it in at the Information Booth.
 - Tell them you would be delighted to introduce them to the Pastor if they like.
 - Tell them our Pastor has a free tape for them at the end of the service.
 - When they have a coat, offer to hang it on the coat rack.
 - Help them to find a seat and be seated.
 - Introduce them to others as you seat them especially members of similar age when possible.
 - Tell them that if they should need anything, you will be more than happy to help them.
 - Tell them that we have restrooms in the back of the building. Give directions if needed.
 - If they have babies, tell them we have Nursery (0-2) for babies. This nursery is always available.
 - If they have small children on Sunday mornings, tell them Preschool (3-5K) and Children's Church (1st-6th grade) is available.
- Reserve the last pews of the sections for Host/Hostess seating.

MINISTERING DURING THE CHURCH SERVICE

- Close sanctuary doors at the beginning of the service, on time. (10:29 am)
- If it gets hot/cold in the Sanctuary, please let Security or Sound People know.
- One host should be in the foyer during opening prayer for reverence.
- Speak to the visitors again during fellowship time and introduce them to others during this time.
- When hosting, be sure to participate in fellowship time yourself. Always try to fellowship with anyone who may be stand-off-ish or who seems not to be involved.
- Be ready to pass out attendance record pads immediately after Praise & Worship.
- Get the attendance for the Nursery, Preschool, and Children's Church areas.
- Have *Welcome to the Family* packets ready for altar calls at the end of the service. Be attentive to the Pastor's directions at this time.
- When an altar call is given and people are sent to the prayer room for counseling, help direct them to the prayer room; paying special attention to lighting and AC/heat.

SECURITY

- Check the restrooms, nurseries, foyers and parking lot several times during the service. (5 minutes into the service, the middle of the service and 5 minutes before the end of the service.) No children or teens should be unattended in these areas during the service. You should walk them to their class, parents, or have them sit on the back pew with a host.
- Absolutely - no smoking in the church building - this is a smoke free facility.
- If anyone becomes rowdy in the service, be prepared to help remove them from the building.
- If a baby or small child gets too loud in the service and this continues, tell the parents that nurseries are available (not for babies crying the first time).
- In case of emergency evacuation, assist people to evacuate in an orderly manner.
- In case of medical needs first aid is available, check with *Head Host* or Security Head.
- In case of telephone emergency needs, check with *Head Host* or Security Head.
- Know the location of telephones and fire extinguishers.
- Any items lost and found should be turned over to the *Head Host* for the lost and found box.