



*Our Mission:
To obey the command of Jesus to Evangelize the world and Disciple those who believe, resulting
in a Church that Ministers, Fellowships, and Worships God through the power of the Spirit.
Matthew 28:19-20*

Head Host Ministry Guidelines

743 East Main Street • PO Box 889 • Laurens, SC 29360 • (864) 984-2217 • www.GTLaurens.com

MISSION STATEMENT

Because of your leadership abilities and the call of God upon your life for this ministry; you have been placed in charge of the Hosting ministry at our church. As the Head Host, you are to oversee the ministry of Hosting, 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.*" In your leadership position as Head Host you are to lead the Host/Hostess in making welcome all who come to the Lord's house. In order to fulfill this ministry with excellence you should study and become thoroughly acquainted with the *Hosting Ministry Guidelines*; the *Usher Ministry Guidelines*; and all the duties listed below.

DUTIES AS HEAD HOST

- Hosting:
 - Be at church ready for ministry 30 minutes before each service.
 - Make sure you have a walkie talkie and that it is turned on.
 - Check with the Ministry Staff for any special instructions.
 - Inspect and see to it that all nametags are available for Host/Hostess ministering.
 - Inspect and see to it that all supplies are available for Host/Hostess.
 - Make sure that salvation packets are ready for altar calls at the end of the service.
 - If Host/Hostess have not arrived at least 10 minutes before the service starting time appoint other Host/Hostess to fill the need.
 - Lead the Hosts and Hostesses in prayer as you begin your ministry.
 - Appoint three Hosts/Hostesses for handing out the attendance registers and have a fourth host get the attendance in the Nursery, Preschool, Children's Church, and Teen areas.
 - Have someone to clean and fill glasses with water for the pulpit area
- Ushering:
 - Select Ushers for the service. Four Ushers will normally be enough.
 - Oversee that the offering plates are given to a Board Member after the offering received.
- Distribute:
 - Lost and found items to their proper owners.
 - Become acquainted with the *Information Booth* (forms & information sheets) and the *Book & Tape Table*.
- For Emergency needs contact the following as needed:
 - Laurens City Police, Fire Department, Ambulance service: 911
 - Security: James Latimore.
 - Medical: Tina Walker. (Any and all medical situations should be reported to the Board of Trustees and/or the Pastor.)
 - Electrical: Ricky Bishop or Danny Hightower.
 - Board Members: Wayne Fober or Tommy Rice.
 - If the above are not available, the Associate Administrator, Pastor's wife or Pastor should be consulted.
- Duties also include those listed on the *Host and Hostess Ministry Guidelines*.
- Duties also include those listed on the *Usher Ministry Guidelines*.

Note: Please let the Pastor or Associate Administrator know if you are not going to be able to be at church for your scheduled Hosting Ministry time.