

HOSTING COMMITTEE GUIDELINES

November 19, 2006

The goal of the hosts at our church is to establish the invigorating atmosphere of unconditional love and welcoming for *everyone* attending, both first time visitors and long time members. It's especially important to be sensitive to how newcomers experience our church meetings. Do they understand the service (eg, do they have quarterlies, hymn words, etc.)? Do they feel comfortable (able to find a seat, assistance for those in wheelchairs, know where the restrooms are, feel included and welcomed, etc.)? Think of yourself as a host in your own home, not simply as an usher pointing out empty seats. Don't be impersonal! Show an interest in them! Be a great listener, attuned to the unexpressed questions visitors might have. Be totally present and prepared to respond!

And remember: the hosts who sign up aren't alone. **Every member** has the job of creating the welcoming, helpful atmosphere for those who join our meetings.

We've found three locations help us meet and greet people:

1. Parking lot: Newcomers who have pulled into the parking lot don't always know which building our church is in. The host's presence gives them a clue. Stay in parking lot until 10 minutes after service starts to help late comers.

Place one A-frame sign at corner of Paseo Adelanto to guide arriving drivers, and one at sidewalk near front door. **NOTE: SIGNS MUST BE COMPLETELY OFF SIDEWALK AND SITTING IN IVY BED – CITY LAW PROHIBITS ANY BLOCKAGE OF SIDEWALK!**

2. Main door (the single door entering the Reading Room/lobby): This usher should stay in the lobby area for at least 15 minutes after the service begins to welcome late comers.

Close door to reduce traffic noise after service begins.

3. Meeting room doors: At the double glass doors between the Lobby and the Meeting room. Greet people, help them find a seat, encourage regulars to fill the far end of the room and the front row so latecomers can take the remaining seats near the door easily. This host also monitors important environmental controls:

Monitor air temperature in the meeting room throughout the service, and adjust the thermostat or open doors as necessary.

Turn on timer switch (three hours or more) to activate thermostat.

Top of thermostat: left switch controls heat; right switch controls cooling (usually at 65 degrees when room is full.)

Bottom of thermostat: left switch remains on "ON". Right switch remains on "AUTO".

Keeping glass doors open helps ventilate the Meeting room

Monitor the quality of the audio system and microphones, and notify the Audio Visual Club if needed.
Close glass doors if appropriate (eg., to reduce noise from Sunday School classes.)
Pass out Full Text Quarterlies and Spanish Translation Lesson Sermons as people enter if they want them, or when First Reader asks if anyone wants one.

CHIEF HOST: One host serves as the chief host in charge of the overall service, making sure positions are covered, questions are answered, and problems are resolved. This position is quarterly.

Hosts are in charge of the entire atmosphere of the facility, including....

BEFORE THE SERVICE:

Metaphysical preparation
Setting up chairs as needed. See how the Readers want them
Be sure teleconference host is dialed in 15 minutes before the service.
Be friendly to passers-by on the sidewalk. Even if people don't come in, the face we turn to our community expresses our goals of love and spirituality
Be prepared to help alert Sunday School teachers or Child Care staff if a student arrives for a class that isn't staffed.
Let Sunday school students know that SS begins after the first hymn, so they're welcome in the service at the beginning.

DURING THE SERVICE:

Help hand out full text quarterlies
Make sure everyone has a program
Make sure everyone has a hymnal
Make sure bottled water is supplied, available, and people know it's complimentary for everyone.
Tell SS classes that offertory has begun so they can rejoin the congregation

AFTER THE SERVICE:

Invite visitors to enjoy the food in the courtyard
Help clean up food.
Thank guests for coming – invite them to come again!
Invite visitors to sign guest book
Bring in A-frame signs
Straighten seats, hymnals.
Return extra hymnals to shelves
Dispose of old programs
Straighten child care room
Empty trash barrels

ARRIVAL TIMES:

SUNDAYS: Hosts arrive at 9:30 am and stay long enough to clean up food in the courtyard.

WEDNESDAYS: All three ushers should arrive at 7:10 pm to help set up.