

HOST TEAM GUIDELINES - May 2011

Arrival Time: 9:15 a.m. - Sundays
Arrival Time: 7:10 p.m. - Wednesdays

All members are a vital part of the Host Team and are hospitable, selfless, and friendly.

All Hosts are alert to the congregations needs and follow through with MIND directed action as outlined in these guidelines.

The Host Team consists of a Host Coordinator & assistant + (5) Host positions on Sundays & (2) positions on Wednesdays.

The Host Coordinator: opens the church, schedules hosts, manages Program distribution, monitors room temperature and traffic flow, notifies SS to return to the church service after the Lesson Sermon is over, keeps water supplied, & closes the church.

Five (5) Host positions & responsibilities:

Host #1. Parking Lot - Welcome / Assist / Direct.

Host #2. RR Outside Entry - Greet / Invite / Direct - invite guests to sign the Guest Book & members to sign the volunteer schedule.

Host #3. Main Lobby - Distribute programs

Host #4. Auditorium main double doors - hand out (6) Full Text Quarterlies (as directed by Readers)

Host #5. Patio doors - monitor congregation's & Reader's needs.

BEFORE / DURING SERVICE:

- **Host #1** will post the directional sign on the SS door window - access is limited to SS teachers, parents, students & those with special needs (wheelchairs, etc.)
- A Host will be posted at all doors and the **lobby Host #3** hands out the Programs.
- Encourage regulars to use the double doors & fill the far end of the room and front rows first - leaving seating on the RR side for late-comers and special needs.
- **Host #3** closes the RR door & SS hall way door @ 9:50 AM before the service begins.
- **Host #4** @ the middle double doors will welcome guests & hand out (6) Full Text Quarterlies (as directed by Readers)
- Sunday School students join in the first part of Service and then proceed to their classes (they are notified when the offertory has begun and they can rejoin the congregation)

1. OPENING THE CHURCH

- Turn on lights (including floor lamps) in SS, RR, Child Care, Auditorium & Community Room
- Check restroom keys availability (front door & SS door)
- Place (1) A-Frame sign @ corner of Paseo Adelanto
- Place (1) A-Frame sign @ front door in ivy bed (City law prohibits any blockage of sidewalk)
- Place desk w/ sign-up Schedules and Guest Book outside RR entrance.

2. ROOM TEMPERATURE

- Host Coordinator monitors & adjusts temperature in the room throughout the service. Timer Switch is located on top of thermostat (set for 3 hrs. or more) to activate thermostat. Thermostat Left switch controls heat; Right switch controls cooling
Bottom of thermostat: Left switch remains "ON", Right switch remains on "AUTO"

3. PROGRAMS - distributed by Lobby Host #3

- Assist with preparation of Programs - insert announcement & hymn sheets.
- ASAP distribute a copy to Readers, Musicians, Admin, RR, SS Rooms, A/V, SKYPE

4. PREPARE PATIO AREA FOR FELLOWSHIP -

- Sweep and clean patio area (large broom located in Storage Closet.)
- Put out trash container (located in Community Room)
- Clean seating areas (cleaning supplies located in Community Room cabinet)
- Take out and set up (2) folding tables + (1) cart (many supplies located in cart)
- Prepare tables w/ table clothes, cups, plates, napkins, forks & spoons, etc. found in Community Room cabinets
- Assist Refreshment Team as needed before and after the Sunday service.
- Create a shopping list of any supplies, i.e. cleaning, office, refreshment that are needed

5. AFTER FELLOWSHIP - clean up

- Return tables and supplies to Community Room.
- Remove Trash - check all areas i.e. Community Room, Admin., RR., SS., before removing to outside trash receptacle.
- Line the emptied container with a new trash bag (located on the cart) & return trash container to the Community Room.
- Check that the refrigerator is left with a welcoming condition.

6. AFTER SERVICE

- Collect all (6) Full Text Quarterlies - place in Host drawer in Community Room.
- Collect the Programs - remove music sheet and file in Music drawer
- File the Programs w/ announcement sheets near collection bowl by Community Room.
- Put Hymnals and Supplements in order on chairs.
- Collect water bottles for recycling
- Assist Refreshment Team with clean-up (ref to in Patio section)
- Double check collection bowls and deliver any prayer requests / cash / checks to Teller's Team or Admin.
- Retrieve both A-Frame signs
- Bring the Guest Book desk inside

7. CLOSING CHURCH

- Turn off lights
- Adjust shade / blinds in main congregation room
- Turn off Temperature gage switch
- Place any lost items in Lost & Found Box - main lobby area
- LOCK DOORS (please re-check all entry doors before leaving church)

Go home (or where ever else you're needed) and enjoy the rest of God's Day!

Note: ** IT IS APPRECIATED & ADVISABLE TO BE PUNCTUAL IN OPENING THE CHURCH & SETTING UP FOR THE REFRESHMENT TEAM, PLUS COMMITMENT TO SEEING THE JOB TO THE END **