Host Team

Information specific to the Host Team.

- Sunday Service Task List
- Host Team - Volunteer Role Description

Sunday Service Task List

This document provides an overview of the roles and responsibilities of the Host Team at Sunday Services.

Overview of morning

9:45am - Pre Service Prayer Meeting
10:00 - 10:15am - pre-service preparation list.
10:15 - 10:30am - pre-service welcome list
During the Service & Fellowship - during the service list
After the service - after the service list

Pre-service preparation

All hosts to complete (10am - 10:15am)

1. Quick chat to discuss plan for the morning and allocate tasks.
2. Grab Lanyards from lockers.
3. Fill bowl with communion packages
4. Prepare offering buckets
5. Check for stock of Welcome Packs & Bibles
6. Place “Welcome to church” signs at the front entrance & Sandwich boards (ask for assistance to lift base plates if needed)
7. Spot clean the Pulpit
8. Fill water bottles and glasses at Drink Station in Cafe

Pre-service Welcome (10:15 - 10:45am)

1. Welcoming people - At least one host at the building entrance and at least one host at the auditorium door from 10:15am
2. If someone could be new, “Is this your first time joining us?” or “Have you joined us before?”. So good to have you here.
3. If it's their first time, would you like a “welcome pack”?
4. If they are new-ish i.e. have been before but perhaps not for a while or been a couple of times, ask whether they have received a “Welcome to Church” pack and if they would like one

During the service & fellowship:

1. Help to direct people if needed (e.g. to toilets/baby change/nursing room)
2. Assist with Reside Kids toilet runs if needed
3. Assist those who need help with getting in and out through the auditorium doors. (e.g prams, walkers etc.)
4. During fellowship, helping to keep the foyer + auditorium clean and tidy of rubbish. Eg. discarding empty coffee cups, checking for full bins, discarding used communion cups.
5. Farewelling people (until 10min after the service ends) - At least one host at auditorium doors to give out Bibles or “Welcome to Church” packs and at least one host at the main entrance saying goodbye to people. (eg. It was so good to have you here. Would you like to join us for a coffee? Great, you can order at the cafe. If not, no worries, hope to see you again.)

After the service & fellowship:

1. Bring in signs and welcome board (ask for assistance to lift base plates if needed)
2. Spot clean with vacuum if needed.
3. Pack up the water station.
4. Empty Nappy change bin.

Host Team - Volunteer Role Description

Purpose of the Role

The Host Team helps create a welcoming, warm, and inviting environment for everyone who attends church.

Key Responsibilities

- Assist new guests in finding seating, amenities, and facilities.
- Help maintain a friendly and relaxed environment.
- Welcome people into the auditorium and assist with distributing Communion.
- Distribute additional items as required (e.g. information cards or resources).
- Assist with the collection of Tithes and Offerings.
- Provide assistance to people as required during the Sunday service.

Key Qualities

- Friendly and approachable
- Reliable and punctual
- Enjoys interacting with people
- Comfortable assisting new guests

Time Commitment

- Serve **1–2 services per month**
- Arrive **45 minutes before the Sunday service**