

Host Team Job Descriptions

Host Team Director

Experience Participation Schedule

- Arrive promptly at 8:30am
- During the week,
 - Recruiting volunteers for Host Team
 - Posters in Lobby-Obtaining images from LifeChurch.tv Open and getting them to Staples, paying for and picking up poster from Staples, putting it in frame and changing out all old posters and storing.
 - Digital Photo Frame-Making sure photos in frame are fresh and current and informational
 - Scheduling-Keeping schedule of volunteers and making sure there are plenty of people to serve each experience weekly.
 - Connecting with Host Team Volunteers-making relationship connections with team
 - Keeping Scentsy Warmer full-ordering new wax when getting low.
- Print name tags, Talk Notes, and inserts
 - Maintaining information booth in lobby with materials about church, baptism sign up, volunteer sign up, etc.
 - Communicating with Campus Pastor about Host Team.
 - Attending all Leaders meetings and being prepared to give a report.

Snack Shack Manager

Experience Participation Schedule

- 9:00 arrive at experience.
- Check in with Snack Shack Volunteer to see if they have everything they need.
- Check around to make sure everything is in order and supplies are available
- Keep list of Supplies needed and obtain supplies
- Water-Replenish water on a regular basis. Have water at church in time to get it in the fridge so it will be cold for Sunday morning experience.
- Donation box-empty donation box, keep track of what comes in and use this to buy supplies and report budget to Campus Pastor and Host Team Director.
- Schedule-Be aware of the snack bar schedule. If someone calls in or does not show up, then stepping in to fill the gap or arranging a replacement.
- Bookstore-Keeping an eye on what books we have, what we need and what is coming in for books and communicating with Campus Pastor and Host Team Director.
- Attending all Leaders Meetings and being prepared to give report of their department

Snack Shack

General Snack Shack Information

The purpose of the Snack Bar is:

1. To welcome the first time visitor
2. Eliminate religious barriers

Serve popcorn, donuts, water and coffee in the auditorium during the experience.

Though from time to time we may experiment with the menu for both financial and practical reasons, we keep the menu simple. Our first priority is the first time visitor. We do not want to get distracted by details and not be able to genuinely connect with first time visitors.

9:00- Arrive at experience

Start coffee and popcorn

9:30- Finish popcorn and bag it

9:45- Put out donuts on red plates on stand.

Everything should be completely ready for a guest to walk up to window and get what they need.

Serve guests and remember to smile, smile, smile and introduce yourself to people you do not know.

Snack Bar remains open until worship begins. After first intro song, pull back the popcorn, donuts, etc and close the curtain.

During teaching, assess supplies, replenish napkins, stirrers, and clean up a little, make more coffee if needed. **Don't** make popcorn during teaching.

After first experience, you may make popcorn for second experience if we are low.

Re-open Snack Bar 15 minutes before the next experience starts.

Clean up-During second experience teaching, quietly clean up snack bar as much as you can and then directly following second experience, finish cleaning up.

- Put out leftover popcorn on counter for Sunday evening bible study
- Pour out leftover coffee, and throw away used coffee grains in trash
- Stock fridge with more water
- Make list of needed supplies and give to Host Team Director
- **Make sure popcorn maker is turned completely off**
- Turn off all lights

Popcorn Instructions-

1. Turn on far left and far right green buttons.
2. Wait 4 minutes for heater to warm up
3. While waiting, take scissors and cut the tops of the oil side only of popcorn packets
4. Pour oil into the now hot popper, turn on the middle button, cut of the top of the popcorn side and pour it in.
5. Close metal lids.
6. Dump popcorn when about 90% of each batch has popped. (Popcorn slows down its popping into bin)
7. Then start the process over but no need to wait four minutes. Just pour in the oil and popcorn and watch it pop. **Don't walk away.**
8. After 5 bags have popped, turn off the two left green buttons. Leave the right button on.
9. Use scoop and bag it!
10. After popcorn maker has had time to cool a bit then you can make more. Over popping can cause the maker to overheat and shut down.

Greeters

General Greeter Information

The purpose of the greeting team is two-fold:

1. To welcome first time visitors
2. To absorb them into the Anew Church Family.

Connect the un-churched visitor to Jesus through Salvation.

We are the first impression, the first opinion, the first feeling; a new person has at our church. We want to communicate a genuine interest in each person who comes to Anew Church with new visitors being our primary focus. At this time, we have only door greeters but we wish to expand this department to lawn wavers, parking lot attendants and connectors.

Experience Participation Schedule

- Arrive promptly at 9:00
- Take notice of front steps, lawn, parking lots, and lobby for cleanliness, safety hazards, or any other environmental issues which affect guests entering the building. Attempt to remedy any issues found. (Pick up trash, vacuum, clean mirror or glass doors, etc)
- 9:40- Collect a stack of talk notes and stand right outside front doors.
- Greet guests with a sincere smile, friendly gestures, and brief conversation.
- Hand each adult guest a Talk Note.
- Assist those in need up the stairs. (ex: The elderly, handicapped or if asked)
- At times it may be good to make some aware of the small step down as they enter the door. (Many first time guests have tripped upon entering)
- If a guest appears unsure, confused or in need of something, ask them if you can assist them. If they say they are new you might want to either give them information or connect them with an usher who can help them with directions to the snack bar or empty seats or bathrooms. Some may ask about nursery or children's church.

- Stay at door until 15 minutes after experience has started. (1st experience 10:15 and 2nd experience 11:45)
- At the end of experience, make your way back to the lobby to greet guests on their way out.
- After first experience, count remaining Talk Notes to make sure there will be enough for 2nd experience. If more need to be printed, let the Host Team Director know before the 2nd experience starts.

Ushers

General Usher Information

- Arrive at 9:00
- Fold bulletins, cut or prepare inserts
- Stock back of chairs with yellow cards, envelopes and pens
- Pick up any obvious loose trash on floors
- Greet people and show them to a seat if necessary
- Please do not let kids sit on the front row next to equipment
- Monitor seating and get extra chairs if needed.
- Advise parents of kids' ministry and nursery
- Stay at your post throughout the experience if at all possible.
- Lower the house lights during worship only, not for the closing song after the experience
- Monitor heat and air. Adjust if necessary.
- Count people in each experience during the teaching.
 - Count everyone upstairs (don't forget media team, band members, pastor, yourself, etc.
 - Count all kids and volunteers downstairs (don't forget adults in each class as well)
 - Write down numbers on the attendance report.
- Be ready with baskets and helpers to receive offering at the close of each experience.
- Always use 4 baskets and 3 ushers. (1 person in the middle aisle with 2 baskets)
 - Keep them moving steady.
 - Make sure the baskets get passed to every person.
 - Once all baskets are done passing, hand baskets over to the Host Team Director who will be waiting at back to lock offering in safe, per Directional Team policy.