



HOSPITALITY TEAM CITY OF GOD CHURCH

Every week new individuals and families make their way into City of God Church. Coming to a new church can be an intimidating thing. People aren't sure where to go, where they should drop their kids off, or how they can find out more information about the church.

The hospitality team exists to create a welcoming environment at COG, and to help people their first few Sundays with us.

Hospitality Team Responsibilities:

Pre-Service

1. Arrive by 10:00 AM.
2. Make sure drinks are prepared (coffee and hot water), and that all of the supplies on the drink table are stocked. For example:
 - a. Cups
 - b. Napkins
 - c. Hot chocolate and tea
3. Make note of any supplies that we need to restock soon.
4. Prepare communion (tearing bread and pouring juice).
5. Make sure that the chairs are lined up, and that there is one Bible one "Introduce Yourself" card under each chair.
6. Do a quick overview of the room making sure everything is in order.
7. At 10:30 AM two individuals will take the street sign out to the curb, and will greet individuals coming in to the church until 11:10.
8. If any new families arrive with new children then one volunteer should escort the family back to the nursery area.

During the Service

1. Make sure new individuals are being engaged.
2. When it is time for communion come to the front of the room and hold the bread and juice.
3. Following communion pass the offering baskets.

After Service

1. Empty out any remaining drinks and clean the communion area.
2. Gather trash from the three cans and take it to the dumpster outside of the building.