

Position summary

You are a member of an awesome team of people whose main goal is to make members and first time guests feel welcome as they enter the auditorium. You hand out bulletins, help those who need assistance in finding a seat, take the offering collection, count numbers attending, and assist at communion. *“Always be eager to practice hospitality. Romans 12:13*

What do I do?

- You are strongly encouraged to come to our pre-service prayer time. We come to pray together to be empowered by the Holy Spirit so He can work in and through us in everything we do.
 - 1st service: 9 am in the Auditorium
 - 2nd Service: 11 am in the Kitchen
- If something unexpected comes up and you are unable to attend the pre-service prayer, please keep your commitment to serve by arriving at least 20 minutes before your scheduled shift.
- Report to the Info Desk to pick up your Host Badge and the bin with bulletins and count book.
- Meet the other Auditorium Hosts and determine who will:
 - be at each entrance
 - record the attendance count
 - bring the offering bags for lock up (two people who are not related to each other)
- Check the auditorium for any thing that is out of place or needs tidying.
- Check to ensure that Welcome Cards are in seat back holders (more cards are at the Info Desk).
- Stand at the entry to the auditorium, greet each person (just a smile and hello is great) and offer a bulletin. Handshaking is optional
- Help those who need a seat by walking them to available seats (especially those arriving late or on special Sundays).

Offering collection:

- Take the collection at the appropriate time (as announced) during the service (used for planning and report to district office)
- After collection, two hosts (who are not related to each other) take the offering bags as follows:
 - 1st Service:
Both hosts go to Info Desk and wait for the staff member with the key to the copy room. After unlocking and then closing the door, transfer offerings into the zip bag and put it into the drop safe. Return the empty offering bags to the auditorium entrances for 2nd service.
 - 2nd Service:
Both hosts go the Boardroom (knock for entrance) and give the offering bags to the counters. If for any reason there are no counters, then follow 1st Service instructions. Return the empty offering bags to the Info Desk.

Count attendance:

- Small count book is in the blue bin (along with bulletins).
- Begin the count when teaching starts (and lights are up).
- Count each section and record in book with service date and time. You don't have to tally the numbers.
- Return count book to blue bin for 2nd Service

Communion:

- Communion is usually held the 1st Sunday of the month
- Move the prepared table to the center aisles when communion is announced from the platform.
- Remove the lids and monitor the trays in order to determine when another layer is needed.
- After 1st service communion, take the empty communion trays to the kitchen. Leave full trays for 2nd service. After 2nd service communion, take the remaining trays to the kitchen and move the tables out of the way.

After service:

- Check the auditorium rows for stray bulletins or coffee cups left under the seats and throw in the garbage bins at the rear of the auditorium.
- Return your Host Badge to the Info Desk.

Service times:

Fall/Winter/Spring Service	9:30 am and 11:30 am
Summer Service	10:30 am
Special services as announced	

Your commitment

We expect you to be committed to the Mission, Vision and Values of Redwood, follow our policies, be friendly, dress appropriately, and be able to anticipate visitor needs and help them. In return we will provide you with orientation, training, and on-going support.

Who is my contact?

Your contact for questions or feedback is your team lead Jen Kamphoff: jkamphof@movatiathletic.com or send an email to: gem@redwoodpark.org

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