

# HOSPITALITY HOSTS

## INFO SHEET

### JAZZ WORSHIP THURSDAYS

Ushering is the important role of welcoming people and helping the worship service run smoothly. This requires a warm smile and some training. Ushers arrive at 5:30 p.m. to receive instructions about the order of service and stay for about 15 minutes following the service to help clean up. New ushers will receive instructions with the quarterly schedule and the ministerial staff will provide on-the-job training.

*Christine Del Favero, Coordinator*

### FIRST WORSHIP SUNDAYS

Our 9 a.m. worship brings a lively mix of young and old alike, and serving at this worship service will guarantee you will start your day with a smile! Ushers should please arrive at 8:30 a.m. Check in with the ministers and help light candles. Then stand close to the chapel doors to help distribute bulletins, greet worshippers, and help people find seats. During worship, stay close to the chapel doors to welcome latecomers. Ushers help collect the offering, serve communion, and count attendance. At the end of the service, help to collect bulletins (we reuse them!) and fellowship pads.

\*People who sing in the First Worship choir are welcome to usher. We make it work!

\*Adults with children are also very welcome to usher and assist with hospitality tasks during the service. Child care is available starting at 8:30 a.m.

*Stephanie LaShoto-Westfield, Coordinator*

### COORDINATORS

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### FESTIVAL WORSHIP SUNDAYS

#### Welcomers:

On Sundays starting at 10:15 a.m. two welcomers stand outside offering a first word of welcome to one and all. After worship the Welcomers circulate during the Fellowship Hour.

*Kate Silfen, Coordinator*

#### Badge Board Host:

Starting at 10:15 a.m. the host reaches out to people in the Narthex with a warm greeting, making badges for visitors, and assisting members and regulars in retrieving their badges from the boards. Everyone is encouraged to wear a name badge. Conversation flows more easily when people call each other by name.

*Jayme Carter, Coordinator*

#### 11 a.m. Ushers:

This important role of welcoming people and helping the worship service run smoothly requires some training and a warm smile. Ushers arrive at 10:30 a.m. to receive instructions about the order of service from the head usher and stay for about 15 minutes following the service to help clean up the sanctuary or count the offering. Ask the head usher for Instructions and on-the-job training.

#### Counting:

This person is in charge of counting people and cash. Attendance is counted from the rear balcony during the service. After the service, the counter and one usher help the Pledge Secretary count and verify the cash portion of the offering.

*Stephanie LaShoto-Westfield, Coordinator*

#### Food:

Each Sunday, six people are asked to provide food. Each one should bring enough to serve 35-40 people. It can be baked goods (homemade or store-bought), fruit, cheese and crackers, etc.

#### Hosts:

Two people are needed to serve coffee, tea, and juice. Often people both provide food and serve, but you may wish to do just one. The tables are arranged and coffee is prepared by the Sextons.

*Rubén Bonilla Santiago, Coordinator*