

Host / Hostess Training Guide

Hosts & Hostesses seek to ensure all visitors are joyfully welcomed into the worship center and treated as valued individuals. This team will serve communion and collect the weekly offering. Attendees will be assisted in finding a seat when worship center seating is limited and when the service is in progress. There are several aspects to the host / hostess position as described below:

Greeting: Making people feel welcome and appreciated.

- ✓ Smile, ensure that everyone in the worship center is joyfully greeted and made to feel welcome. "Good Morning" "Welcome" "Hi, I'm <name>"
- ✓ Prior to the service starting, you should be able to spend a little time talking with people. Once the music starts, your conversation will probably be limited to a smile and "Hi! May I help you find a seat?"
- ✓ Seek to learn (and remember) the name of anyone you don't know. Find out some information about them. Help everyone in your section feel that they are welcome, appreciated, and part of a small community – your section.
- ✓ Some things you might want to find out about (take notes if appropriate):
 - What are their names?
 - Do they have kids? (great lead in to kid's program)
 - Where do they live? Native or from out of state? Where?
 - Have they been attending Journey for long?
 - If new, how did they find out about Journey? Do they have any questions about the church?
- ✓ Avoid long conversations with friends and regular attendees. A visitor that gets "ignored" because we are having a conversation with our buddy will not feel welcome and may not come back.
- ✓ Smile and have fun!

Ushering: Assisting with seating needs while helping prevent worship service distractions.

- ✓ Prior to the service starting and when seating is wide open, people will probably want to find their own seat—that's fine and we will be doing more greeting than ushering at this point. (The only exception is for infants and small children as discussed below)
- ✓ Once the service starts, people usually appreciate help finding a seat: (smiling) "Hi! May I help you find a seat?" If there are seating options, let them know: "We've got some room in the front as well as some seats in the middle. Do you have a preference?" Often the person will have a seat already saved for them by a parent or spouse. "Let me know if I can help"

Hostess Training Manual

Clemens Wendtner



Hostess Training Manual:

This book delves into Hostess Training Manual. Hostess Training Manual is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Hostess Training Manual, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

- Chapter 1: Introduction to Hostess Training Manual
- Chapter 2: Essential Elements of Hostess Training Manual
- Chapter 3: Hostess Training Manual in Everyday Life
- Chapter 4: Hostess Training Manual in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Hostess Training Manual. This chapter will explore what Hostess Training Manual is, why Hostess Training Manual is vital, and how to effectively learn about Hostess Training Manual.
3. In chapter 2, the author will delve into the foundational concepts of Hostess Training Manual. The second chapter will elucidate the essential principles that need to be understood to grasp Hostess Training Manual in its entirety.
4. In chapter 3, this book will examine the practical applications of Hostess Training Manual in daily life. The third chapter will showcase real-world examples of how Hostess Training Manual can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Hostess Training Manual in specific contexts. This chapter will explore how Hostess Training Manual is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, this book will draw a conclusion about Hostess Training Manual. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Hostess Training Manual.

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