

## ***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 Guide

**Yicheng Fang**



## **Hostess Training Guide:**

*Training Guide* Mitch Tulloch, 2014 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities The Waiter & Waitress and Waitstaff Training Handbook Lora Arduser, Douglas Robert Brown, 2005 This training handbook was designed for use by all food service serving staff members The guide covers every aspect of restaurant customer service for the positions of host waiter or waitress head waiter captain and bus person The detailed performance of each position is described for different types of establishments and all types of service including French American English Russian Family Style and Banquet It provides step by step instructions on hosting seating guests taking filling orders loading unloading trays table side service setting an elegant table folding napkins centerpieces promoting specials promoting side orders handling problems difficult customers managing tips and taxes getting customers to order quickly handling questions handling the check and money Plus learn advanced serving techniques such as flambe and carving meats fish and fruits It also features a chapter devoted exclusively to food safety and sanitation Whether it s your first day on the job or you are a twenty year veteran you are bound to learn alot Food service managers will find this book to be an excellent foundation for your organizations training program **Development Training Guide** ,1974

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**Training Guide Installing and Configuring Windows Server 2012 R2 (MCSA)** Mitch Tulloch, 2014-05-08 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on deploying and managing core infrastructure services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Provides in depth hands on training you take at your own pace Focuses on job role specific expertise for deploying and managing core infrastructure services Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 410 Topics include Preparing for Windows Server 2012 R2 Deploying servers Server remote management New Windows PowerShell capabilities Deploying domain controllers Active Directory administration Network administration Advanced networking capabilities

**Training Guide** Communicable Disease Center (U.S.), 1960 *Network+ Training Guide* Drew Bird, Mike Harwood, 2002 Annotation The authoritative solution to passing the Network exam Has CompTIA's Authorized Quality Curriculum CAQC stamp of approval Features exam tips study strategies review exercises case studies practice exams ExamGear testing software and more This exam certifies that candi20020822s know the layers of the OSI model can describe the features and functions of network components and have the skills needed to install configure and troubleshoot basic networking hardware peripherals and protocols The Network exam developed by CompTIA is only two years old but already is held by 50 000 individuals Readers preparing for this exam will find our Training Guide series to be

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*Training Guide Configuring Advanced Windows Server 2012 R2 Services (MCSA)* Orin Thomas, 2014-05-06 Fully updated for Windows Server 2012 R2 Designed to help enterprise administrators develop real world job role specific skills this Training Guide focuses on configuration of advanced services in Windows Server 2012 R2 Build hands on expertise through a series of lessons exercises and suggested practices and help maximize your performance on the job This Microsoft Training Guide Focuses on job role

specific expertise for advanced configuration tasks Fully updated for Windows Server 2012 R2 including new practices Provides in depth hands on training you take at your own pace Creates a foundation of skills which along with on the job experience can be measured by Microsoft Certification exams such as 70 412 Topics include Advanced Active Directory Infrastructure Active Directory Sites and Replication Advanced DHCP and DNS Active Directory Certificate Services Backup and Recovery Advanced File Services and Storage High Availability Site Resilience Dynamic Access Control and Active Directory Rights Management Services Active Directory Federation Services     Comprehensive Guide to Education in Anesthesia Elizabeth A.M. Frost,2013-11-09 Comprehensive Guide to Education in Anesthesia is the first single source volume on the current practice of teaching and learning in this specialty which has long been at the forefront of innovation in medical education It is edited by one of the great anesthesiology educators in the United States and brings together contributions from leading educators from across the US covering all aspects of anesthesiology education from medical school and post graduate training to board certification and continuing medical education Topics include best educational practices closed claim analysis giving feedback to superiors residency and fellowship training and requirements maintenance of certification the role of simulation interacting with other specialties community and global outreach and more The book conveys the unique nature of the specialty and is aimed at medical students contemplating a career in anesthesiology residents and fellows educators and administrators



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