

## **HOST TEAM ROLES**

The areas below are to be shared out amongst the Host Team by the Sunday Co-Ordinator

### **Entrance Area**

#### **BEFORE SERVICE (from 10:00 to 10:45) – 2 people needed**

Welcome people into building  
Offer people News & Events Flyer

#### **DURING SERVICE (from 10:45 to 12:00) – 1 person needed**

Keep an eye on the entrance hall

#### **AFTER SERVICE - none**

### **Information Area**

#### **BEFORE SERVICE (from 9:45 to 10:30) – 1 person needed**

Ensure area is tidy and updated  
Check stock of flyers, connect cards etc  
Help people find the information they require

#### **DURING SERVICE (from 11:00 to 11:05) – 2 people needed**

#### **AFTER SERVICE (from 12:00 to 12:30) – 1 person needed**

Help people find information or put their connect cards etc in the pink post box  
Keep information area tidy

### **Toilets**

#### **BEFORE SERVICE (from 9:45 to 10:00)– 1 person needed**

Ensure toilets are clean and tidy  
Check toilet rolls and soap

#### **DURING SERVICE – none**

Keep an eye on the entrance hall

#### **AFTER SERVICE (from 12:30 to 12:45) – 1 person needed**

Ensure toilets are clean and tidy  
Check toilet rolls and soap

### **Main Hall**

#### **BEFORE SERVICE (from 9:45 to 10:00)– 1 person needed**

Straighten chairs if needed

#### **DURING SERVICE (from 10:15 to 10:45) – 2 people needed**

Direct people to fill available seats  
Put out additional seating if majority of seating is full

#### **AFTER SERVICE – (from 12:15 to 12:45) – 2 people needed**

Collect rubbish and bin, waste paper into recycling crate  
Straighten chairs and check if any need spot cleaning  
Left items into lost property crate  
Hoover

### **Taking Collection**

#### **BEFORE SERVICE (from 10:00 to 10:15) – 1 person needed**

Check offering baskets (x4) are ready  
Check there are blank offering sheets  
Check there is the red cash tin

#### **DURING SERVICE (from 11:00 to 11:15) – 4 people needed for offering then 2 people to count**

Give out connect cards and gift aid envelopes during “turn and say hi”  
Take offering during notices  
2 people count offering in front upstairs office (code 1739X) and put in Simon’s bottom desk draw  
– ensure office is locked when leaving