



**LEADERSHIP
NETWORK**

Weekend Hosts / Ushers Manual

This is a snapshot of our 'Weekend Hosts / Users Manual' resource.

In every weekend service we endeavour to create an atmosphere to help any guest who might walk through our doors to feel welcomed HOME. One of the many ways we outwork this is through our hosts team.

1. HOSTING CULTURE:

Psalm 84:10 *"I would rather be a doorkeeper in the house of my God than in the tents of the wicked."*

We serve a HOLY GOD. He is more glorious, spectacular and amazing than anything! HE DESERVES OUR BEST. We want to build a church which reflects the Excellence of our God!

- Excellence in Appearance: First impressions last. We are one of the first teams that people see when they enter the building. The way we present ourselves actually has an effect on the way people perceive our church and engage with the service as a whole
- Excellence in Service: We are not here to enforce rules, we are here to SERVE PEOPLE. It's about GOD and PEOPLE. If we do our role right, we are helping people to connect with each other, and to connect with God.
- Excellence in Atmosphere: How we approach serving God every Sunday morning can influence those who we serve. We try to seat people together to build atmosphere in the service and to create opportunities for people to make a connection with each other and with God.

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2. HOSTING HOTSHEET:

CALL TIME: Being on time ensures that the seat drop is complete on time for the prayer meeting and the tasks can be completed if necessary.

PRAYER MEETING: The hosting team attends the volunteer prayer meeting 45 minutes prior to the service.

UNIFORM: Black collared shirt, blouse or t-shirt. Black trousers, skirt or jeans. Black enclosed shoes.

SERVICE SETUP: Depending on service may include setting out the chairs and the seat drops, sections of chairs, aisles etc.

HOSTING DURING SERVICE: Direct and escort people to available seats. SMILE and be enthusiastic. We are welcoming and hosting people into God's house! Know where your gaps are (spare seats) at all times. Know your section well.

OFFERING: Start from the right front of the auditorium, passing to the left, and make your way to the back row so that containers progress across auditorium.

ALTAR CALL: New decisions will normally be recorded by a member of the New Christians team, but keep a watch in case someone is missed.

TRANSITION BETWEEN SERVICES: Refresh seat drops and clear any rubbish.

COFFEE/DRINKS IN AUDITORIUM: Do our best to ensure that people finish their drinks outside of the auditorium before they enter.

PHOTOGRAPHY: Approach any individuals taking photos or video of the service and ask them to not do it, because it is peoples worship time and we do not want to disturb or distract anyone else.

EVACUATION PROCEDURES: Each team is responsible for helping with the safe and secure evacuation of the auditorium.

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Our full '*Weekend Hosts / Ushers Manual*' resource and much more content is available today on the Hillsong Leadership Network Online Portal.

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