

Live Hosting Guidelines

Objective: For the engagement of our first-time guests.

1. You're Visible For The Visitor

You exist not for information, but for impression. This means that it's not what you say, but who you say it to. The host exists solely for the sake of the guest attending Focus. Many people confuse your responsibility with giving the weekly announcements, but that's not your main objective. Everything you do needs to be geared and aimed at the first time guest.

2. You need to look like our church.

Your attire and sense of fashion might seem like something very superficial, but people make decisions based on what people on stage are wearing. We ask that anyone that hosts, be dressed and groomed appropriately.

3. Introduce Yourself Every time

Remember, you exist for people who are visiting so they will not know your name. If you serve in another area such as hosting a small group, leading a team on Sunday, let them know.

4. The Connection Card

Your primary responsibility is to get the guest to feel comfortable enough with our church to fill out the Connection Card. Have one handy every time you host. Mention it at the beginning of your time of hosting.

5. Answer the right questions

Guests are asking different questions than our regulars are. Guests want to know answers to the following questions:

Who are you and what do you do at the church?

How long am I going to be here?

What will I be asked to do today?

How are my kids doing?

Hosting is one of the most important roles at our church, because it exists to provide a first impression to first time guests. Thanks for serving and being willing to host on a weekly basis.

LIVE HOST FORMAT

- 3 Announcements (Focus Kids, Family Viewing Room, Major Event)
- Pick one of 3 Elements (Story, Giveaway, Prop)
- 3 Emotions (Laughter, Inspired, Welcomed)

LIVE HOST SCRIPT

- Our team will send what needs to be communicated to the Live Hosts no later than Tuesday so they can plan and prepare.

WORSHIP EXPERIENCE RUN THROUGH

- Live Host to run through with the Worship Team on Sundays to practice transitions and timing.

PLANNING CENTER SCHEDULING

- On-stage Communicators Team Lead to schedule Live Hosts