

## ***Elder Host Guidelines***

*One of the Elder Responsibilities is to “serve as Elder Host for Sunday services for two months each year.” Prior to the month the Elder will be serving as Host, the Worship Coordinator mails a letter to the Elder that includes the following instructions:*

### **1. Greeting Worshipers**

Be in the narthex at least 30 minutes prior to the service to greet worshipers as they enter. You will probably be the first person a visitor will notice. If you do not know a person, assume that they are new and make a special effort to welcome them and shake their hand. For members that you know, a verbal greeting and a smile may be all that is necessary.

### **2. Provide Information to Visitors and Those Inquiring About Membership**

As Elder Host, you will provide information concerning the basic process for receiving new members. Following the worship service, the hosts stand in front of the pulpit to welcome visitors and prospective new members.

Hosts should encourage prospective new members to attend the Inquirers' Class and provide them with an Inquirers' Class brochure (*the brochures are available in the literature areas of the church*). Please familiarize yourself with the information in the brochure so that you can answer any questions.

If the visitor wishes to join the church, please inform Sandra Randleman so that a Session meeting can be scheduled.

### **3. New Member Session Meetings**

Elder Hosts are asked to assist at New Member Session Meetings held on their designated Sunday. Session meetings that take place immediately following the 8:30 service are the responsibility of the 8:30 Elder Host. Session meetings that take place immediately following the 11:00 service are the responsibility of the 11:00 Elder Host.

These Session meetings, moderated by one of the pastors, are held in the Session Room unless otherwise noted. If a New Member Session Meeting is scheduled, the Elder Hosts will be notified via email the week prior to the meeting.

If for some reason you are unable to serve as Elder Host for your designated Sunday(s), it is your responsibility to find someone to take your place. (You may ask any current or reserve Elder to serve in your place.)

If you have any further questions, please contact the Chair of the Sacraments Committee, Steve Butler (615-371-8020 or [steve.butler32450@gmail.com](mailto:steve.butler32450@gmail.com)).