

Hospitality Team

Role & Guidelines for C3 Church Queenstown

About the role: The hospitality team helps create a wonderful experience for people in God's house, preparing and presenting delicious food and beverages beautifully shows that we value and care for people, we take care in intentionally creating an hospitable environment for people to connect and feel a sense of community and home in our C3 family.

Overseen by: Lead Pastors / team leader

Caring for you: as a valued member of our Church team and family, our heart for you is that you continue to grow in knowing Jesus and find community through our Sunday service and mid-week dinner parties. As part of completing the Next Step pathway you will have:

- Made the decision to make C3 your Home Church.
- Completed the Next Step Google Form after completing Step 4
- Join a Dinner Party and plan to regularly attend; dinner parties are the place for you to find community in your Church and where you can bring friends along. C3 Dinner Party Hosts are also responsible for your pastoral care; meaning they are there for you, to pray with you and to encourage you in your faith journey.
- You're part of the Dream Team now...exciting! We regularly get all the volunteers across our whole Church together for a night called ALL IN Dream Team. These nights are fun and create valuable connections for you as part of the team. We have supper, connect, worship, pray, have fun and hear Ps Andrew and Alana's hearts for the coming season, so we can be on the same page as a Church, building the Kingdom together for God's glory.
- Relationships are highly valued at C3, we love to keep communication open and honest and we love to do life well together, so catching up and checking in is a normal part of our culture and we encourage you to connect with your team leader and team regularly for fun and feedback.

Role timeframe and time commitment:

Once a month on Sundays from 9am-12.30pm, plus other events from time to time.

Responsibilities:

Please Purchase for Sunday

Church Morning Tea:

- 1x 3ltr bottle of juice
- 1x 2ltr bottle of milk
- 1x 3 pack of almond milk
- Food: Your choice of food for morning tea to cater for approx. 70 people, please include at least one gluten free option

Children's morning tea:

- 2 x packets of plain biscuits
- 2 x packets of crackers
- 1x packet of sweet biscuits (for ages 10+)
- 1x popcorn/corn chips/pretzels (for ages 10+)
- 2 x fruits, eg. 1 bag apples & 6 oranges for all ages

PLEASE NOTE: Children's morning tea and their dishes will be taken care of by the C3 Kids team parent helper.

Reimbursement: *Ensure you keep your receipt for the purchase of these items and submit to Ps Andrew along with the attached reimbursement form.*

Please photograph or scan and email to andrew@c3Churchqueenstown.org

Reimbursements are processed on Fridays, please advise Ps Andrew if you'd like them sooner.

What to do... Please setup 2 trestle tables along wall to the left of the entrance in the main auditorium with two clean grey tablecloths (each hospitality host has their own set to be responsible for):

Table One

- 2 Bottles of water
- A jug of juice
- Glasses
- Morning tea (to be put out at end of service)
- Communion goes on this table for during the service that includes communion



Table Two

- Hot water urn* - fill urn with cold water. Ensure it is plugged in and turned on. Set the temperature to approx 90 degrees.
- From the storage boxes in the kitchen:
- Coffee, tea box, sugar, teaspoons and hot chocolate
- Approx. 15 mugs, 20 cafe cups without saucers & 15 transparent water cups
- Put out the square ramekins - one for used teaspoons and one for tea bags
- A small pile of napkins
- Fill up 2 of the glass milk bottles with regular milk and 1 with almond milk and place in the fridge with labels
- Self serve Coffee Machine:
 - Plug in and fill back with cold water (ensure it is on a different plug to the urn as they trip each other if plugged in together)
 - Put jar of pods, small white coffee cups and plastic cups next to machine
 - Use a large black pot for pod and rubbish
 - Put a water bottle next to the machine for self service filling (please keep an eye on this though)



Preparations:

- **Pre-Service Coffee / Hot Drinks** Please set out milks for pre-service hot drinks - as the service begins, clear away and top up milks, coffee machine water and clear pods and tea bags to prepare for post service morning tea.
- **Prepare the morning tea** on plates for morning tea and cover and leave in the kitchen to put out later. Ensure you place a sign with the gluten free option.

Communion: every 4-5 weeks we have communion, during the service, this is prepared before Church. We use wooden trays with holes cut in with mini plastic cups (actually party cups used for shots) fill ½ way with rich dark grape juice like Coyes, we also use gluten free baguette cut into small pieces, placed on wooden platters.

Sunday Funday Services like Easter, Mothers Day, Fathers Day and Christmas we tend to cater for lunch or brunch and involve extra liaison with Pastors and Hospitality Team Leader

Shared lunches or C3 catered lunches following the service. Hospitality team is responsible for putting out the food, setting up butter and condiments, serviettes, plates, knives & forks etc. Cover or chill food as needed, re-plate or unpackage as required for a lovely presentation.

If you end up needing to prepare the children's morning tea, their cups for water and food platters are in the kids rooms cabinet. Fastrack enjoys the regular morning tea after the service.

At the conclusion of the service, end song/ministry time:

- Get the milk bottles and plates of morning tea and place them on the tables.
- During morning tea please keep an eye on the milk jugs and refill them in the kitchen.
- Throughout morning tea please clear any dishes and used tea bags that appear on the tables and keep them tidy.
- Top up the water refill and clean out the coffee pod machine regularly (coffee machine only holds approx. 6 pods so fills up quickly)
- Assist guests with use of the pod coffee machine if necessary.

At the conclusion of morning tea:

- Wash, dry and clear away all other dishes and things on the tables, returning them to their boxes.
- Be aware of high contact areas and wipe with antibacterial wipe regularly (eg top of coffee machine)
- Empty drip tray and water canisters on the Espresso Pod machine, wipe down and box up with pods and cups.

Please let the next person on the roster know if any items are running low so they can be replenished for the following week, also include any items we have left over that are available for use the following week and that do not need to be purchased. If the black tea, or the coffee pods run out or are getting low please let the team leader know as these need to be ordered online.

Name: _____ **Time commitment:** 6 months / 12 months

Signature: _____ **Date:** _____

Team Leader/Lead Pastor: _____ Next Step Done Next Step Forms

Signature: _____ **Date:** _____

What's Next:

1. Training on the job - coordinate a time with your team leader to do an induction. Feel free to ask questions as all our leaders love training people and seeing them fulfill God's purpose for their lives. Once you're confident in the role, you can go on the roster.

2. Join the [C3 Queenstown Dream Team](#) Facebook Group

3. Log into the [Team Hub](#) on our website, PW: C3team

This gives you access to a wee write up about what's coming up and a bunch of resources, including the Current Roster Google Sheet.

4. Roster: please coordinate your availability with your team leader, if you can't make it, please try to arrange a swap within your team and let your team leader know.

We know you'll love being on the dream team!

We look forward to seeing you find community and discovering your God given purpose!