

WORSHIP SERVICE SECTION HOSTS

FCC's Worship Service Section Hosts provide a caring connection and ensure a comfortable experience for each person in their seating section during a Sunday morning service. This is a fun and energetic role accomplished in these ways:

- Be friendly and outgoing
- Be familiar with the FCC Building layout and where activities occur
- Be a church representative and take an active role in helping people get registered for First Step and Next Steps classes
- Maintain an active roster of the people who regularly sit in your section

Specifics for Each Sunday:

- Arrive at your section at least 15 minutes before the start of the service.
- Personally greet each person who sits in your section and try to discover something going on in their life that week
- Introduce yourself to people who are new to your section
 - Answer questions they might have
 - Make them feel welcome
- Be aware of those who are absent 3 weeks in a row
- As the opportunity presents itself, pray with people who inform you of challenges they are facing

After Church:

- Personally reach out to those in your section who have been absent 3 weeks in a row (or others who have been absent longer)
- Fill out the form to let staff know who has been absent 3 weeks in a row.
- Fill out the form to let staff know who you met for the first time.

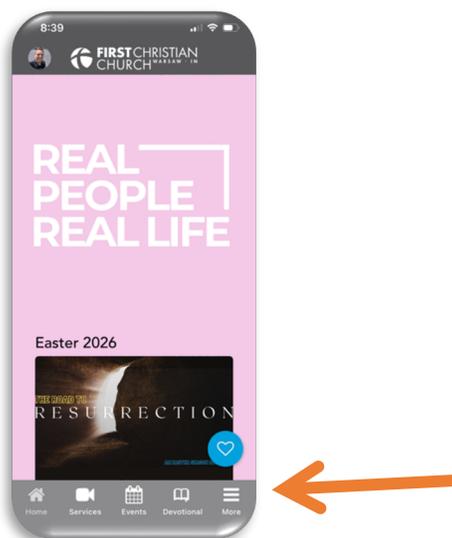
Weekly Reporting Form

- 1) Sign in to the FCC Church APP
- 2) Locate gray bar at the bottom of screen and click on “More” on right side.
- 3) Scroll down to “WORSHIP SERVICE SECTION HOST HUB” and click on it.
- 4) Scroll down to “WEEKLY HOST REPORT” and click button
- 5) Fill out the form and click submit.

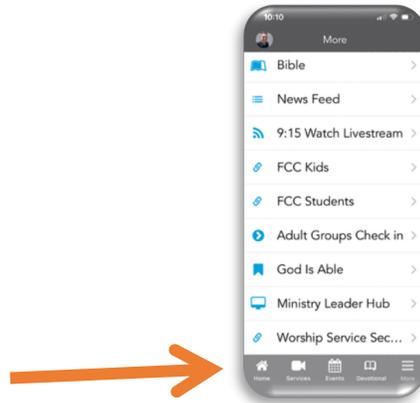
STEP ONE – SIGN INTO FCC CHURCH APP



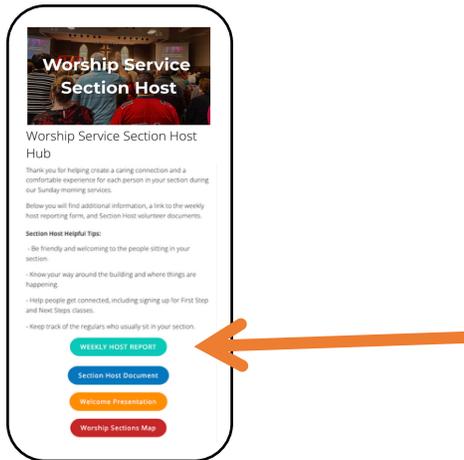
STEP TWO – LOCATE GRAY BAR AT THE BOTTOM OF SCREEN



STEP THREE – SCROLL DOWN TO “WORSHIP SERVICE SECTION



STEP FOUR – SCROLL DOWN TO “WEEKLY HOST REPORT”



STEP FOUR – FILL OUT THE FORM AND CLICK SUBMIT

A screenshot of the 'Worship Service Section Host Report' form. The form is divided into three main columns: 'WHO I MET FOR THE FIRST TIME', 'WHO HAS BEEN ABSENT FOR 3 WEEKS OR MORE', and 'PRAYER CONCERNS I LEARNED ABOUT'. Each column has a header and a sub-header. The 'WHO I MET FOR THE FIRST TIME' column has a sub-header 'Please include the first and last names of those you met for the first time.' and five input fields labeled 'Name of Attendee'. The 'WHO HAS BEEN ABSENT FOR 3 WEEKS OR MORE' column has a sub-header 'Please include the first and last names of those absent in your section.' and five input fields labeled 'Name of Attendee'. The 'PRAYER CONCERNS I LEARNED ABOUT' column has a sub-header 'List any prayer concerns and include the name after each concern. EXAMPLE: "praying for new job"- jon doe' and a large text area labeled 'Prayer Concerns'. At the bottom right of the form is a green 'Submit' button. On the left side of the form, there is a 'SECTION HOST INFORMATION' section with fields for 'Date', 'Section Host Name' (First Name and Last Name), 'Worship Service Attends:' (a dropdown menu), and 'Section Host Email:' (with a note 'This address will receive a confirmation email').