



Last updated: 29 September 2023

## GUIDELINES FOR HOSPITALITY TEAM

**General Information:** The Hospitality team ensures that the visitors and regular worshippers are served refreshments after the Sunday service is over.

### Ordering of Tea / Coffee

- The tea and coffee are ordered by the admin team for each week, based on the number of adults in attendance.
- In some locations the ordering and preparing is done by the hospitality team based on the attendance / amount needed that week.

### Serving Counters

- If the congregation is more than 200 people, kindly set up two counters for the refreshments, to ensure service is quick.
- If volunteers are available, and if refreshments are permitted inside the venue, then tea, coffee & biscuits may be served to the people.

### Service Team

- The team rostered on Sunday is requested to be at the refreshment table during the last ministry song. However, serving refreshments must begin ONLY after service is over.
- Ensure that the table is clean, and the beverages being served (tea, coffee, juice, buttermilk), biscuits, and disposables (cups, tissues) are set up.

### Tea / Coffee Reaching on Time

- Team to check if the vendor has brought the tea and coffee cans at 9:45 am for the services ending at 10:15 am and at 12:00 noon for services ending at 12:30 pm. Please coordinate with the vendor if it hasn't been brought.

### Biscuits

The biscuits may be sent to the locations by the church office admin team or provided by the tea vendor. Kindly coordinate with office manager at [shanthi.sophia@apcwo.org](mailto:shanthi.sophia@apcwo.org) if you require biscuits to be sent from office.



### **Serving Items**

Disposal glasses used for the tea / coffee are provided by the vendor. Additional glasses, napkins, and trays are stored for any additional requirement. In locations where reusable glasses are used, the washing may be done by the volunteers or the vendor.

### **Pack Up**

- Disposables to be stored in the trunk or the cupboard allotted at the location.
- Biscuit bag to be sent back (from APC Central) to the church office through persons returning to the office.
- Garbage buckets to be emptied, cleaned, and stored away at the allotted place.
- Teams can make a note of how much tea / coffee was left over or if there was a shortage. This will help to plan the requirements for the week ahead.

### **Supplies from Office**

An email may be sent to Office Manager at [shanthi.sophia@apcwo.org](mailto:shanthi.sophia@apcwo.org) with a copy to the Head—Services and Events at [stephen.jose@apcwo.org](mailto:stephen.jose@apcwo.org) to request for purchases to be made.

### **Hospitality Volunteers**

- Two or more volunteers can be assigned each week by the team head to help at the coffee / tea table.
- Please send the roster at the beginning of each month to all the volunteers. If a volunteer is unable to come on the day assigned, request them to swap with another volunteer and keep the team head informed.

### **Assistance from Service Coordinators**

- The Hospitality team may reach out to the service coordinator of that location for any assistance.



## GENERAL INFORMATION

### ABOUT ALL PEOPLES CHURCH

All Peoples Church is a Jesus-loving, Word-focused, Spirit-filled, family church, an equipping center, a missions base, and a world outreach.

As a **family church**, we grow together as a community in Christ-centered fellowship, caring for and serving each other in love as the assembly of God.

As an **equipping center**, we empower and equip every believer to live victoriously, mature into Christlikeness and fulfill God's purposes for their lives.

As a **missions base**, we engage in meaningful ministry to bless our city, nation and the nations with the full Gospel of Jesus Christ through the Word of God and supernatural demonstrations of the power of the Holy Spirit.

As a **world outreach**, we serve locally and globally by nurturing godly leaders and Spirit-filled churches who can impact their regions for the Kingdom of God.

The vision of All Peoples Church is to be salt and light in the city of Bangalore and a voice to the nation of India and to the nations.

### USEFUL LINKS

Online Sunday Church service are livestreamed every Sunday at 10:30 am (Indian Time, GMT+5:30). Spirit-filled, anointed worship, Word and ministry for healing, miracles, and deliverance.

**YOUTUBE:** <https://youtube.com/allpeopleschurchbangalore>

**WEBSITE:** <https://apcwo.org/live>

#### Our other websites and free resources:

**CHURCH:** <https://apcwo.org>

**FREE SERMONS:** <https://apcwo.org/resources/sermons>

**FREE BOOKS:** <https://apcwo.org/books/english>

**DAILY DEVOTIONALS:** <https://apcwo.org/resources/daily-devotional>

**JESUS CHRIST:** <https://examiningjesus.com>

**BIBLE COLLEGE:** <https://apcbiblecollege.org>

**E-LEARNING:** <https://apcbiblecollege.org/elearn>

**COUNSELING:** <https://chrysalislife.org>

**MUSIC:** <https://apcmusic.org>

**MINISTERS FELLOWSHIP:** <https://pamfi.org>

**CHURCH APP:** <https://apcwo.org/app>

**CHURCHES:** <https://apcwo.org/ministries/churches>