HOSPITALITY LEAD DUTIES

You, _____have been invited and accepted the call to be the Hospitality Lead for the _____event/Dunamis Project/Track. You will work closely with the Event Administrator (EA).

A Dunamis Track is usually six projects spread out over 2-3 years. Ideally you will have done a full Dunamis Track and possibly attended an Exousia event and are a current member of Dunamis Fellowship International. It takes a few minutes to read through and complete the DFI membership form. If you have any questions or concerns, please talk with your Track or Event Director or the EA for this event. We and the DFC board are praying for you.

Role Description:

- ☐ Prioritize participants' comfort and safety to help them engage fully with the teaching and the Holy Spirit's work.
- ☐ Discern with the Event Administrator (EA) who will be responsible for the various details around:
  - Meals
  - Comfort of the Venue
  - Arrival and welcoming of participants
- ☐ Participate in Leadership Team meetings called by the Track Director (TD) unless during the event, it is discerned that you need to be with the participants.
- ☐ Shop for supplies, watching for sales during the 3 months prior to event. Consider which stores will accept returns of unused/unopened supplies after the event.

Pre-Event:

- ☐ Check that rooms are ready and welcoming if part of the Venue.
- ☐ Provide small welcome gift bags/baskets including pen, notepad, chocolate, or a single general basket of items available where participants can access them easily.
- ☐ Provide a basket of supplies in the washrooms - dental floss, mouthwash, lotion, hygiene supplies, etc.
- ☐ Ensure there are Facial Tissues available in the seating area, the prayer ministry rooms, and other appropriate locations, easily accessed.
- ☐ Arrange for snacks and refreshments not included in meal catering and look after maintaining the supply and lay-out during the event.
- ☐ Ensure with Event Administrator (EA) any special dietary needs to be communicated to Caterer.

Pre & During Event:

- ☐ Be aware of disability issues that may require additional support of a participant and learn from the participant what support they would prefer and are comfortable with.

During the Event:

- ☐ Be ready to warmly welcome each participant as they arrive and hand-out welcome material, provide directions etc.
- ☐ Watch participants for signs of discomfort and distractions and address them to the best of your ability: introduce participant to another person; check with venue to adjust room temperature or to adjust window coverings; close/open doors or windows to deal with sound, etc.
- ☐ Look after snacks and favours (candy, baskets in washroom, tissues, etc. re-supply as appropriate.
- ☐ Share hugs, smiles and a listening ear as needed and welcomed.

After the Event:

- ☐ Take inventory of supplies and prepare lists of what you may need/not need for next event
- ☐ Return unused/unopened items as appropriate
- ☐ Store items appropriately
- ☐ Join the team Debrief meeting, reporting on what went well and what could be better.
- ☐ Be released.

Be released from this assignment. Take time to rest and be refreshed.