

# Hostess Responsibilities

Thank you for being a hostess for Advent by Candlelight (ABC)! This is a special evening for the women of Zion. We gather together in fellowship to focus on the season of Advent and the anticipation of the celebration of the birth of our savior. Ladies volunteer to host a table for 8 (including themselves). They then decorate their table with Christian Seasonal decor, candles and tableware for the evening event. The men of Zion volunteer to serve beverages and dessert.

There are many details here. If you have more questions please contact:  
Jennifer Talley (call/text 314-717-9962 or email [ABC@zionharvester.org](mailto:ABC@zionharvester.org))

**Who Can Host:** Any lady who would like to attend as well as decorate and set a table can host. Ask a friend to help out and pool your resources. You do not need to be a Zion member to host.

**Who to Invite:** Each table seats 8 people. Hostesses can invite up to 7 female friends/family members to join you at your table. Attendees do not have to be members of Zion. Hostesses are responsible for communicating the event details to their table attendees.

If you would like to, you may leave a seat or two open for women who sign up and don't already have a table. The ABC committee will have a list of those who signed up to place around the room and we will let you know who else is at your table and their contact information.

**Table Decor:** As the hostess you will set and decorate your table earlier in the day between 10am & 5pm. There is no exact way to set up your table but we ask you to keep the theme of the evening in mind. Please include candles in your decorations because the Fellowship hall will be dimly lit and the candles will provide most of our illumination. Suggestions include, but are not limited to the following: advent wreaths, nativity sets, angels or just pretty candles. Please do not include items related to Santa, elves and snowmen. See photos of past tables on the Zion website ([www.zionharvester.org/ABC](http://www.zionharvester.org/ABC)).

Each table is round and 8 feet across and seats 8. For the place settings, please use fancy china or more modest dishes if you like. Please do not use any paper or disposable products.

**Refrigeration/serving carts:** The refrigerator/freezer will **not** be available for hostesses to use. Also, serving carts will **not** be available as they will all be in use by the servers.

**Safety:** We will have open flames all evening at every table. Use caution in keeping ribbon, tissue paper, garland, greenery, and all other decorations away from the flames. Use votive holders, and be aware of candles that may drip hot wax.

**Freewill Offering:** A small bag will be provided for each table to collect a free will donation from attendees. The offering is used to help offset some of the expenses for Advent by Candlelight keeping this special event “admission free” and also provides support to Zion youth and homebound programs.

**Clean Up:** At the end of the evening, each hostess is responsible for gathering her table settings to take home and clean. Zion’s youth will be available to help carry things to cars.

### **What We Provide for You**

- ❖ Regular and decaf coffee
- ❖ Punch
- ❖ Sugar for your sugar bowl
- ❖ Creamer packets for your creamer
- ❖ Ice and ice water
- ❖ Hot water for tea and hot chocolate
- ❖ Desserts If your guests have any special dietary restrictions, please let us know and we will do our best to accommodate them.
- ❖ 8 hand-held candles to be distributed and lit for the singing of “Silent Night”
- ❖ A gift bag to collect a freewill offering from guests at your table
- ❖ Ornament of faith for each guest

### **What You Should Bring** (reminder - no paper, plastic or disposable products)

- ❖ Centerpiece with candles
- ❖ Lighter
- ❖ 8 foot round tablecloth
- ❖ 8x Dessert plates
- ❖ 8x Mugs/cups/glasses—your choice
- ❖ 8x Silverware
- ❖ 8x Napkins
- ❖ Creamer and sugar bowls
- ❖ Optional
- ❖ Nametags, if needed
- ❖ Candy, nuts, snacks
- ❖ Lemon slices for water
- ❖ Hot chocolate packets or teabags
- ❖ If serving tea or hot chocolate, consider a hot water carafe. It may be possible for your server to fill a cup or two with hot water if needed. The hot water dispensers are at the coffee station for self service also.

## **Schedule for Advent by Candlelight for Tuesday, December 3th, 2024**

10am to 5pm	Table Set Up in the Fellowship Hall. Please be finished by 5pm
6:00pm	Hostesses arrive and do final preparations (filling the water glasses, creamer and sugar bowl, lighting candles, etc.)
6:20pm	Lights are dimmed; hostesses gather around for a prayer
6:30pm	Fellowship Hall is opened to guests
6:55pm	“Please take your seats” announcement
7:00pm	Advent by Candlelight Program
8:00pm	Dessert and coffee are served while the ladies visit.

\*\*\* Ladies may also get up and visit with others from various tables. Some tables are cleaning while others continue to chat. \*\*\*

8:30pm Lights turn up and finish clean up

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### **Special Note:**

Please contact your guests the week before Advent by Candlelight to remind them of the details and times. This time of year is so busy and we don't want anyone to miss out. You may also want to mention about the freewill donation to help keep this event “admission free” and for a donation to Zion's youth and homebound programs.

Thank you for hosting and helping make Advent by Candlelight possible!

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