



Hostess Guidelines

Thank you for being an Advent by Candlelight hostess! Setting a table and serving a dessert may not sound like much, but because of your work, dozens of women can attend an evening of fellowship and fun as we look ahead to the birth of our Savior. You make Advent by Candlelight possible!

Who Can Host?

Anybody who'd like to attend and who'd love to set a table/make a dessert can host. You may host on your own or with a friend. Some ladies share the work: one decorates, one bakes. You do not need to be a St. Lorenz member to host.

Sign-Up Process

If you are hostessing, feel free to invite friends to sit at your table, let us know you're filling some seats, and remind your guests that they do not need to sign up to attend. You are not responsible for filling every seat. We also need hostesses who will leave room for ladies who register online. We know from the experience of other churches that many women would never get invited if all the seats were filled only through hostess invitation. If you have seats available at your table, we will fill them and let you know the names of your guests the evening of the event. Thank you so much for supporting this!

When can you set up?

Tables and chairs will be set up in the Worship and Event Center (WEC) after Sunday morning's Connect service clears out. Hostesses can begin setting tables after 1:00. The doors to the WEC will be open all day. We'll have carts by the doors. There will be signs letting you know where you can stash any storage tubs and boxes so they're out of sight.

Refrigeration

A refrigerator/freezer is available in the WEC. We are not planning to use the refrigerators in the school kitchen. Many desserts are served at room temperature.

Table Size, Seats

The tables and chairs will be set up for you. The tables are 60" round. We will place 8 chairs at each table.

Centerpiece Every table should have candles. Try your centerpiece and placesettings out at home. Smaller candles in votive holders spread the light around the table. We encourage you to share the Christmas story, using a focal point like an Advent wreath, angels, Christmons (Christian Christmas symbols), nativity scene...or simply make your candles be the centerpiece.

Safety Use caution in keeping ribbon, tissue paper, garland, greenery and all other decorations away from open flames. Make sure that any candles placed near the guests are enclosed (like in a votive holder). Also be aware of hot wax and how it may drip.

Hostess with the Mostess You set a table and make a dessert for those at your table. Also important: be ready to greet your guests with a smile and a welcome. Encourage introductions around the table, if needed. Pray for those who will be attending.

Nametags If you think the people at your table may not know each other, feel free to make/bring nametags.

What about drinks? In recent years, some hostesses have prepared, say, a flavored coffee at home and brought it in a thermal container. Another used a punch bowl as her centerpiece and served pretty red punch. This is fine; we have no objections. But no alcohol, please, lest some be offended.

Timeline The sooner we know you'll be hostessing, the better. But, if you can't commit early, just let us know anytime throughout November. We'll add tables as long as there's room to do so.

Plain or Fancy? There's no need to go to great expense to set your table. If you have china and would like to use it, this is a great opportunity for many to see your beautiful dishes. But paper products are fine, too. Today, with such a great variety of color and pattern, paper products can be easy and fun. Or, mix the two: bring your fancy teacups but use disposable plates. Use whatever is convenient and affordable for you. The charm of so many tables is the wide variety of settings! Some will be elegant and sophisticated, some will have a homespun country flair, some will be whimsical, some will be plain and simple. All will be beautiful!

Flexibility If your dessert flops, improvise. Our hope is that this event is a relaxing time of fellowship for everyone! There's very little that has to be done a certain way.

Invite! Get the word about registering to host or to attend at <https://tinyurl.com/SLAdvent>. For those who prefer, call Pam @ 989 598 5226.

What We Provide for You	Things You Should Plan to Bring	Optional
<ul style="list-style-type: none"> • Decaffeinated Coffee • Sugar for your sugar bowl • Creamer (whole milk) • Ice & Ice Water • Hot Water for Tea 	<ul style="list-style-type: none"> • Centerpiece with Candles • Lighter • Tablecloth • Serving Utensil • For the 8 at your table (includes you): Place settings, silverware, napkins • Most hostesses offer a hot drink and ice water, but if you want to serve punch or cider, that's fine 	<ul style="list-style-type: none"> • Carafe for Hot Coffee or Hot Water, if using. We have some extras to share! • Pitcher for Ice Water, if using. We have some extras to share! • Creamer & Sugar Bowl, if needed • Nametags, if desired • Candy, Nuts • TV Table or Small Side Table to hold Dessert

Basic Schedule for the Evening Times are approximate!

Many hostesses set their table early in the afternoon and then return for the program.

5:45 – 6:00 We suggest that you be in the WEC lobby for final preparations like filling the water glasses with ice and water, filling hot beverage carafe(s), creamer and sugar, lighting candles. And visiting each other's tables!

6:25 Hostesses gather round for a prayer.

6:30 – 6:40 Doors open; guests move from hallway to WEC lobby.

6:40 Table viewing/visiting.

6:55 If everyone is not yet seated, we'll announce "Please take your seats." Make introductions around the table.

7:00 – 8:00 Program lasts about an hour. Out of respect for the speaker and those around you, please do not serve dessert during the program.

8:00 – ? Serve dessert and beverage to your table. Everybody visits. Sometimes the dessert fellowship lasts another hour! Ladies may also get up and take another look at the tables. Some tables are cleaning up while others continue to chat. No hurry.