Advent by Candelight Hostess Guide

November 20, 2026

Thank you for agreeing to be a hostess Advent by Candlelight!

We look forward to a special evening for women of all ages, preparing our hearts for Advent and Christmas through readings, hymns, prayer, fellowship and reflection on the coming of Jesus.

Setup Times

Thursday, November 19 between 6pm-7pm
Friday, November 20 between 8am-3pm

Evening Schedule

5:00pm Hostess Arrival
5:50pm Candles are lit
6:00pm Doors open—Fellowship & table viewing
6:30pm Prayer and program
7:00pm Fellowship and dessert buffet
8:00pm Cleanup begins

New This Year

1. We return to hosted tables, decorated in variety of Advent and Christmas décor.
2. A dessert bar will be provided, thanks to a Thrivent Action Team fund.
3. Open invites allow anyone to register and attend, without being personally invited by a hostess
4. We are needing Hostesses willing to host an "Open Table" full of individual attendees. Organizers will assign tables by interest or life stages after registration closes. This is a great way to meet new people and help foster Christian friendships.

Hostess Considerations

- Table setup should be complete by 5:30pm the night of the event. Please make plans to setup your table during one of our setup times (shown above).
- Hostesses should arrive by 5pm to complete finishing touches on your table, help setup the dessert bar, make coffee and help with overall setup.
- Decorate your table in an Advent/Christmas theme. Get creative! Subtle and simple, whimsical and bright or big and elaborate—part of the fun of the evening is the variety of tables. No Santas or grinches, please.
- Each table has 8 seats. If you are hosting a "Filled Table", please invite up to SEVEN guests, reserving a spot for yourself. Invite church friends, family or women outside of King of Kings to share the JOY of the season.
- Each table should include:
    - Table covering (should fit 72"round)
    - Centerpiece
    - Place setting for 8 people. Use china, glassware or nice paper goods.
    - Flatware or plasticware
    - Napkins
    - Tea/coffee cups + Water glasses
    - Coffee carafe (if you have one)
    - Water pitcher
    - Candles or soft light - Wax candles, battery candles or twinkle lights all work wonderfully. Smaller candles in votive holders spread the light around the table.

    - Matches or lighter to light your candles
    - OPTIONAL: Flavored creamer, tea bags or hot chocolate bags
    - OPTIONAL: Place cards or a small favor for each guest to commemorate event/Christmas
    - OPTIONAL: Hors d'eouvres for your table guests to munch on during program. Ex. Mints, nuts, candy, charcuterie board or similar.
- Dessert bar will be provided for all attendees — Hostesses do NOT need to bring dessert.
- Experienced hostesses find it helpful to have a bring small side table or TV tray for extra space.
- A bag of candles will be placed at each table for hostesses to hand out just prior to *Silent Night* at the close of the program. When *Silent Night* begins, hostesses should light the first candle from a candle on your table and then pass the light to your neighbor, who will continue passing the light around the table.
- Please 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).
- Be the hostess with the mostess: Be ready to greet your guests with a smile and a welcome. Encourage introductions around the table. Pray for those who will be attending. Ensure your coffee and water pitchers are full and/or retrieve drinks for your table guests.

Thank you for your enthusiasm and willingness to make Advent by Candlelight a special event at King of Kings Lutheran Church!

Questions? Contact organizer Laura Swanson at leswanson8@gmail.com or 816-739-1211.
Or, contact the church office during office hours Mon.-Fri. from 8am-3pm.