



Small Group Ministry - Host Responsibilities

1. Provide a Clean, Comfortable Home Environment

- *Is my house clean and picked up by meeting time?* A clean house helps people relax and feel comfortable.
- *Do I have enough comfortable chairs?* Hard chairs make for a long meeting!
- *Do I have enough lighting?* A well-lit (not glaring!) room energizes a group.
- *Is my house free of dog or cat odors?* Be conscientious of allergies and odors.
- *Are there any other interruptions?* Noisy animals or children interrupting will interrupt the flow.

2. Provide a Warm and Friendly Environment

This involves things like introducing folks to one another during your first gathering and making sure to talk with and involve the shy or quiet members before and after meetings.

3. Provide Feedback for the Leader

One of the host's most important jobs is to discuss and evaluate the group with the leader on a regular basis. This often can be done informally after everyone leaves. Items to discuss include the following:

- *What's going well in the group?*
- *What's not going well?*
- *Who's hurting? How can you, as a host, help?*
- *Is the meeting moving along at a good pace? Is it dragging at some points?*

4. Provide Support for the Leader

Another way to help your leader is to jump-start the discussion when it lags. Sometimes a question will elicit no response (either because everyone is nervous or because the question is unclear). Whenever this happens, you can assist your leader by breaking the ice and answering the question yourself. Or, if the question is unclear, you can ask the leader to rephrase it. This provides an opportunity to regroup and come at the issue from a different angle. Knowing that a host will help him or her out of a jam gives a leader a lot of security.

5. Organize Meals for Members in the Hospital or Meet Other Special Needs

Another one of a host's most important jobs is to make sure that anyone in the group who faces a significant crisis gets the practical help and support the need. Hosts should organize the group to meet practical needs, provide meals, or render any special assistance that's needed.

6. Organize Refreshments, Socials, and Service Projects

Refreshments. Hosts are responsible to organize the weekly refreshments and/or desserts. The host is *not* expected to provide them.

Quarterly socials. With the help of the group, the host makes sure there is at least one social event during the quarter.

Service projects. With the help of the leader, each group needs to carry out two service projects during the year.