

Helpful Hints for House Meeting Hosts

HOST RESPONSIBILITIES: (If you have questions, call _____.(name and telephone number of congregation house meeting coordinator)

I. Invitations

1. **Number to invite:** The best house meetings have 10-12 in attendance. Getting your friends and neighbors to come to the meeting is your job! In order to have that many attend, it is often necessary to invite 20-30. It is also OK to have a few more than 12, so it is better to over invite, particularly since some will most likely need to cancel at the last minute. Invitations should be extended to others from the congregation, neighbors, and other associates. We plan to have conversations with thousands of Omaha/Douglas County residents, both in and outside our congregations.
2. **How to Invite:** A personal phone or face-to-face invitation is recommended as the most effective. You should ask directly whether the person plans to attend...and get a commitment! Effective invitation involves connecting with people around their interests:
 - Lay out some of your own concerns about the issues, parish or community
 - Ask what the invitee thinks
 - Tell them you are hosting an OTOC/ (your congregation) house meeting because you want to find out what the pressures that are negatively affecting our families. You know that OTOC will find the common concerns, engage in research and come up with action proposals as solutions to those situations.
 - Ask if invitee will come to your meeting – to be part of the solution!
3. **Reminder Call:** A day or two before the meeting, make reminder phone calls to all who said that they would attend. A written reminder with all the particulars of date, time, place and your phone number can be sent, if you wish, as soon as the person agrees to attend – but the reminder phone call will make all the difference in a good turnout.

II. The House Meeting

1. **Leader:** A leader will be assigned to your meeting and will contact you to let you know s/he is coming. If you have not heard from your leader by a day or two before the meeting, please check with: _____
2. **Snacks:** The meetings will last about 60-75 minutes. These are business meetings, and in order to reinforce that concept, we sometimes suggest that refreshments not be served until after the discussion. Coffee and a snack after the meeting, while not necessary, are encouraged. Use your own judgment about when to serve refreshments.
3. **Sign In List:** Please make a list of all invited who were unable to attend, but who were interested. (Use the back of this sheet.) We will make every effort to see that they have another opportunity to attend a meeting. Give this list to you house meeting leader or return to the congregation offices “house meetings”.

THANK YOU FOR HOSTING THIS IMPORTANT MEETING!