Guidelines for Small Group Host or Hostess

1. Provide a neat, clean, comfortable home (or restaurant/business place). Be aware that some guests may be allergic to candles, perfumes, pets, etc.
2. Set an atmosphere of love and acceptance for everyone, regular attenders as well as guests.
3. Arrange chairs in cooperation with the leader.
4. Have extra Bibles and pencils for people who forget theirs.
5. Set up items for refreshments before the meeting.
6. Be ready at least 15 minutes before the scheduled start time.
7. Show people where to put coats.
8. Minimize distractions, i.e., let the answering machine take phone calls during the meeting.
9. Wait until guests have left before cleaning up and rearranging furniture.

Adapted from 20:20 Vision by Dale Galloway