

ADVENT HOUSE GROUPS HOST GUIDELINES

Suggested Timings (with example for a group meeting at 7:30pm)

- **Welcome** - 5 mins (7:30pm – 7:35pm)
- **Opening Antiphon / Prayer** - 2 mins (7:35pm – 7:37pm)
- **To Share** - 13 mins (7:37pm – 7:50pm)
- **To Listen/Through the eyes** - 10 mins (7:50pm – 8pm)
- **Discussion/Additional Questions** - 25 mins (8pm – 8:25pm)
- **Closing Prayer** - 5 mins (8:25pm – 8:30pm)

Do

- **Do make people feel welcome** – Greet people with warmth and enthusiasm as they arrive. A friendly welcome sets a positive tone.
- **Do have a focal point for worship** – Set up a simple display with a candle, a Bible, and a cross. This creates a sacred, peaceful space for reflection.
- **Do prepare the space in advance** – Ensure the space is clean, organized, and set up before guests arrive. It creates a welcoming atmosphere.
- **Do provide comfortable seating** – Arrange seats in a way that fosters conversation and makes everyone feel included.
- **Do adapt the environment to make people comfortable** – Adjust the lighting, temperature, or seating arrangements if needed.
- **Do offer refreshments** – Provide tea, coffee, water, helping to make people feel relaxed and cared for.
- **Do be mindful of time** – Start and end at the agreed-upon time out of respect for everyone's schedule.
- **Do make time for fellowship** – Before or after the study, allow time for casual conversation to build community.

Don't

- **Don't have distractions in the space** – Turn off TVs, noisy appliances, or anything that might detract from the group's focus.
- **Don't wait until the last minute to prepare** – Avoid rushing right before people arrive. It can cause unnecessary stress and distract from creating a peaceful environment.
- **Don't let anyone feel unwelcome** – Avoid ignoring newcomers or forgetting to introduce them to others.
- **Don't dominate the conversation** – As the host, your role is to provide a space for fellowship, not to monopolize. Encourage others to share their thoughts.
- **Don't let the group go over time** – Respect everyone's schedule by keeping the gathering within the agreed-upon time frame.
- **Don't overcomplicate the meeting** – Keep things simple and focused on the house group materials
- **Don't ignore people's comfort needs** – If people are uncomfortable (seating, temperature, need the toilet etc.), address it promptly.
- **Don't neglect to thank people for coming** – A small gesture of gratitude goes a long way in building community and encouraging future participation.