



Tips for Hosting a House Meeting

A house meeting is a small gathering of ten to fifteen people (depending on the house) who are invited to the home of someone they know and trust to discuss or identify common concerns, causes or goals; and develop ways to work together.

ROLES

There are two primary roles for a house party, the host and the leader. The host is responsible for opening up their home to guests and for invitations. The leader is responsible for facilitating the discussion and (if possible) training the host to facilitate the next house meeting.

PLANNING

Invitations should be made in person by the host if not face to face then over the phone. Experience shows that a short window of time between the invitation and the actual meeting is helpful. If you have dates set over three weeks there is a greater chance that people will lose interest or have conflicts arise. Be clear and upfront about what the purpose of the meeting is and what is to be expected of the guests. Get a firm commitment for attendance! Reminder calls make a difference for turn out.

MEETING

The meeting should start on time and end on time, it is rare for a meeting to last more than an hour and a half.

Sample Agenda:

<u>Host</u>	welcome guests and provides refreshments
<u>Host</u>	introduces Leader
<u>Leader</u>	facilitates quick icebreaker
	presents the reason for the meeting
	facilitates discussion
<u>Host</u>	records discussion and restates what is recorded
<u>Leader</u>	requests a participant or two to host a house meeting at their home
<u>Host</u>	closes meeting

ADDITIONAL RESOURCE

<https://www.piconetwork.org/flint-change-art/Organizing-House-meetings-.pdf>