

## HINTS FOR GETTING IT ORGANIZED (Continued)

### THINGS FOR THE VISITING GROUP TO DO

- ✓ *Ensure the host church is made aware of all your requirements, and that they have all the necessary information.*
- ✓ *Check that the host church is prepared for you.*
- ✓ *Undertake to report back to the host church after the event.*
- ✓ *Encourage the host church to carry out their own evaluation after the event and to share this with you.*

The evaluation need not be complex. The main things that need to be assessed are:

- ◆ *What went well? Why?*
- ◆ *What did not go so well? Why?*
- ◆ *What would you do differently next time? Why?*

#### THE URBAN CHURCHES SUPPORT GROUP



In Thames North and Southern Synods of the URC

*This leaflet of ideas was put together by members of Leytonstone Free Church, High Cross URC, Streatham URC (Thelma Christie, Daphne Stanford, Elaine Robertson-Doyley, Myra Davis) and members of UCSG.*

## TEN COMMANDMENTS of Human Relationships

- 1) **SPEAK TO PEOPLE:** There is nothing so nice as a cheerful word of greeting.
- 2) **SMILE AT PEOPLE:** It takes 72 muscles to frown, only 14 to smile.
- 3) **CALL PEOPLE BY NAME:** The sweetest music to anyone's ears is the sound of their own name.
- 4) **BE FRIENDLY AND HELPFUL:** If you would have friends, be a friend.
- 5) **BE CORDIAL:** Speak and act as if everything you do is a genuine pleasure.
- 6) **BE GENUINELY INTERESTED IN PEOPLE:** You can like almost everybody if you try.
- 7) **BE GENEROUS WITH PRAISE, CAUTIOUS WITH CRITICISM.**
- 8) **BE CONSIDERATE WITH THE FEELINGS OF OTHERS:** There are usually three sides to a controversy; yours, the other person's, and the right side.
- 9) **BE ALERT TO GIVE ADVICE:** What counts most in life is what we do for others.
- 10) **ADD TO THIS A GOOD SENSE OF HUMOUR, A BIG DOSE OF PATIENCE, AND A DASH OF HUMILITY.**

(Source: 'A Guide for all Managers, Supervisors and Shop Staff')

## HOW TO BECOME AN EVEN MORE EFFECTIVE WELCOMING CHURCH



*If we were a group visiting your church...*

**If we were coming to your church,** i.e. a group such as an ecumenical group, a synod group, a District group, or the Urban Churches Support Group, to do an event for a day or half day, we would have certain expectations and hopes about your welcome and hospitality, which would enable the event to be effective in all its aspects.

## OUR VISION AND OUR FRAMEWORK

As people of faith we believe hospitality is spiritual and divine. We worship a welcoming God who welcomes and embraces all His/Her children. We need to grow in faith and in expressing Christian values. As well as seeking God's guidance in all we do, we need to respect and appreciate one another.

It is important that people of all ages and of different ethnic groups and cultural backgrounds are welcomed in non-judgemental ways. We need to allow the Holy Spirit to enable us to develop a sense of a living church.

The story of the Prodigal Son (Lk 15:11-32) reminds us that the father did not wait for his son to come right in to the home before welcoming him; he went out of his way, to reach out, to meet and welcome him.

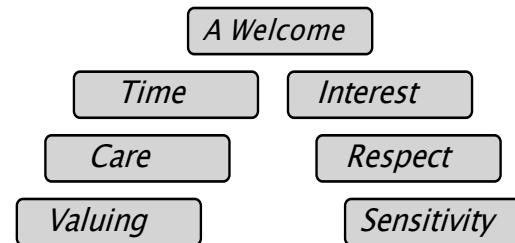
God's call to us is the call of love, the call to come home. As the father of the Prodigal Son ran to meet him and take his shame upon himself, so God welcomes us home. We can only be welcomers because God first welcomed us. This is God's call to us to be welcomers, and involves us in welcoming God and in welcoming each other, our neighbours, strangers, and the weak and vulnerable.

The writers of the letters to Timothy (1 Tim 3:1,2b, 8:1, 13) and Romans (12:9-13) shed some light on how hospitality should be practised in Christ's church when they wrote that hospitality is a noble task and worthy of respect. As we engage in it we must be devoted to one another in sisterly and brotherly love, enthusiastic, devoted to the task,

patient, willing to share, and joyful. (See Luke 14:7-14; 1 Peter 4:8-9)

## OUR EXPECTATIONS AND HOPES

If we were a group visiting a local church to hold an event there, we would expect and hope for:



## THE THINGS THAT MAKE A BIG DIFFERENCE

- ✓ *Someone from the host church allocated to our group.*
- ✓ *A cheerful person to welcome us and open the building.*
- ✓ *A warm building.*
- ✓ *Requested equipment to be available and accessible.*
- ✓ *Interest shown in the subject matter of the event.*
- ✓ *Participation by members of the host church in the event.*



## HINTS FOR GETTING IT ORGANIZED

### PRACTICAL ARRANGEMENTS

Through two-way information check and verify:

- PARKING
- CRÈCHE FACILITIES
- FUNDING
- EQUIPMENT
- DISABILITY NEEDS
- LAYOUT OF BUILDING
- REFRESHMENTS & CATERING

### CHECKLIST FOR THE CHURCH HOSTING THE EVENT

- ✓ *Find out the numbers to be catered for.*
- ✓ *Estimate your expenditure and agree how it will be met.*
- ✓ *Food and drink – check it is being organized and that there will be an efficient system of access.*
- ✓ *Work out how many helpers and caterers will be required.*
- ✓ *Find out what equipment/facilities the group wants to use.*
- ✓ *Check out security, health & hygiene and safety requirements.*
- ✓ *Work as a team, sharing out responsibilities for the day.*
- ✓ *Check allocation of tasks.*
- ✓ *Be clear about times and practise good timekeeping.*