

What Makes a Good Convener:

1. A Convener is connected to the wider church in visible and consistent ways. They come to worship on Sundays. They are aware and appreciative of wider church life – parties, parades, rallies, etc.
2. A Convener's house has sufficient space for 8-12 adults with easy access, plus some kids if this group will be open to kids (see #6).
3. A Convener likes having people in their house. It doesn't bug them for people to see the unmade bed, or move their stuff. They're comfortable with "scruffy hospitality" (<https://www.mnn.com/your-home/at-home/blogs/in-priase-scruffy-hospitality>).
4. On the other hand, a Convener keeps their home's public spaces basically tidy: bathrooms can be quickly sanitized; there is sufficient toilet paper; necessary dishes are clean, etc.
5. A Convener is good at communicating how they like to share their space. Are guests welcome in any room? Can friends load the dishwasher or not? A Convener's preferences matter, and they're okay with saying them out loud.
6. A Convener is aware of how kid-friendly their space is – or not. They know whether toddlers, young kids, and teenagers will be able to feel at home there.
7. A Convener is in touch with their own limits, and can ask for relief from sharing their home (or having this responsibility) before they reach the burn-out point.

Here's What a Convener Does:

1. As the new quarter begins, during the 3-week Sabbath break, cooperate with the Facilitator to **invite (or re-invite) Co-hosts** to your G-group. Send email or snail mail, FB message or text – whatever works for you and your group.
2. Each week, several days in advance of the weekly meeting, **contact the Co-hosts about the upcoming gathering**. Clarify who is responsible for what. Ask for confirmation of people's presence. Organize a Facebook group, or a group text, or whatever your group prefers to streamline this weekly process.
3. **Clean up** your house a little bit the day of the meeting. Don't go crazy. Just make space.

From some experienced Conveners: Kaytee Bates says, "I just kick the toys from the entryway into the toy room so nobody steps on a Lego." Francine Speer sweeps up the biggest clumps of dog hair and clears the dining room table. Katie Hays runs Clorox wipes over bathroom surfaces.

4. Welcome people to your space. Be as cheerful as you can. When people say, "What can I help you with?" be prepared with an answer. **Help your Co-hosts** set out their gifts of food or drink, get the dishes out, and find the "flow" of meal service.

5. Tell the Facilitator when it's **time to start** – the meal is ready, the people who said they'd be here are here. Here we go!
6. Work out with the Facilitator, ahead of time, **what time the group has to end** for everybody to help clean up and get out on time. At the end of the night, guide your Co-hosts help you clean up to your satisfaction. Thank everybody for coming.

Katie Hays says, "It was very important to my family's sanity that the G-group in our house went out the door at 8 p.m. on the dot. So we needed to end about 7:45 for there to be time for everyone to collect their stuff, put the chairs back, scrape their plates, grab their kids and coats..."

7. If you're convening a group that is gathering in a space other than your home, connect with the manager or owner; liaison with the waitstaff; tip well; make sure that your group is known as "**good guests**". (Also work out your group will spend its allotted \$40 each week; it won't go far if you're not buying groceries.)
8. Send a count to the Secretary each week – count every soul who attended, including babies. You can text or email; please let her know *which* group you're reporting for.
9. Sleep the sleep of the justified. **You have done good work here.** Your church is truly grateful.