

Church Small Group Host Ministry Description

Ministry Purpose

The Small Group Host creates a welcoming and hospitable environment for every person who attends a small group **class session**. They are responsible for the logistical needs of the group, ensuring a smooth and comfortable experience. The host is the first point of contact for new people and a key facilitator of relational connection.

Key Responsibilities

1. Hospitality & Relationships

- **Greet Everyone:** Be the first to welcome each person who enters, creating a friendly and warm atmosphere.
- **Facilitate Connections:** Intentionally seek out new people and visitors to introduce them to other members of the group, fostering relational connections.
- **Be a Relational Anchor:** Work to build relationships with both new and established members, helping to deepen the sense of community.

2. Logistical Support

- **Set Up the Space:** Ensure the room is appropriately arranged before the class session begins, including setting up chairs, tables, and any necessary equipment.
- **Prepare Refreshments:** If food or drinks are provided, ensure they are set up and available in a timely manner.
- **Assist the Leaders:** Support the leader and co-leader by distributing class materials, handouts, pens, and other necessary items.
- **Manage Cleanup:** Take the lead on cleaning up the space after the class session, ensuring the room is returned to its original order.

3. Administrative Support

- **Distribute Evaluations:** At the end of the class session, pass out the appropriate evaluation forms to observers and collect them when they are completed.
- **Ushering:** Act as an usher when needed, helping people find seats and ensuring the flow of people is orderly.

Qualifications

- A growing and authentic personal relationship with Jesus Christ.
- A friendly, outgoing, and hospitable demeanor.
- A servant-hearted attitude and a willingness to assist others.
- Strong organizational skills and attention to detail.

Commitment

- Arrive early to each small group **class session** to set up and prepare.
- Stay after each session to assist with cleanup.
- Be available to communicate with new and existing group members to ensure they feel connected.

Your service as a host is vital in making our small group ministry a welcoming home for everyone.