CHAPTERS

LEADER HOME READINESS CHECKLIST

A simple checklist to help you feel ready and relaxed before your table meets

USE THIS CHECKLIST

- Review this **the day of your group**
- You don't need to do everything perfectly
- This is here to reduce stress, not add it

If most boxes are checked, you're ready.

DATE & TIME

☐ Date and time confirmed
☐ Start time planned
☐ End time planned
☐ I'm ready to start and end on time

SPACE & SETUP

☐ Seating arranged in a circle or living-room style
☐ Enough chairs for everyone
☐ Clear walking paths (no tripping hazards)
☐ Comfortable, relaxed environment
☐ Lighting feels warm and welcoming

KIDS & HOUSE EXPECTATIONS

☐ I've decided whether kids are welcome
☐ Expectations are clear to participants
☐ Simple plan for noise or interruptions
☐ Grace is the expectation—not perfection

MATERIALS (HAVE ON HAND)

☐ Leader Cue Cards (print or mobile)
☐ Leader Quick-Start Guide (print or mobile)
☐ Attendance submission link bookmarked
☐ Pen / phone ready to mark attendance after

FOOD & DRINKS (OPTIONAL)

☐ Simple snacks or drinks prepared (if desired)
☐ Nothing elaborate or distracting
☐ Hospitality over presentation

ATMOSPHERE

☐ Calm background music ready (optional)
☐ TV turned off
☐ Phone notifications silenced
☐ I'm mentally present and not rushed

CONVERSATION READINESS

☐ I remember: I'm a host, not a teacher
☐ I'm ready to make room for everyone to speak
☐ I'm prepared to gently redirect if needed
☐ Silence is okay—I don't need to fill it

PRAYER PLAN

☐ I know how I'll close in prayer:

- ☐ I'll pray
- ☐ Silent prayer
- ☐ Voluntary one-sentence prayers

☐ Participation will always be optional

AFTER THE GROUP

☐ Attendance will be submitted
☐ A simple thank-you text will be sent
☐ Any concerns will be noted or shared with leadership if needed

FINAL REMINDER

You don't need:

- The perfect home
- The perfect setup
- The perfect words

You just need:

- Presence
- Kindness
- Consistency

If people feel welcomed, heard, and respected—you did this well.