

## Hostess Checklist

1. Within a week following your training, contact your Prayer Partner and give her your prayer requests. You may also recruit others to pray for your Christmas Gathering. An invitation list with specific names should be given to each, ideally *before* you begin to invite guests. You may copy the prayer sheet as needed.
2. Call your Speaker and tell her about your guests, appropriate dress, directions to your home and phone number. Agree on the date and time of your party.
3. Expect an email from Sarah Dunlap with a link to request your customized invitations. Or visit [www.opcmilford.org/ChristmasGatherings](http://www.opcmilford.org/ChristmasGatherings) to provide the details of your Gathering to be put on your customized invitations. Order by Tuesday to pick them up the following Sunday at the Christmas Gatherings kiosk. ORDER BY NOVEMBER 15TH AT THE LATEST.
4. Remind your Speaker to bring the comment cards, pens/pencils, a gift and gift booklets.
5. Contact the Assignments Coordinators (Jeanie Frasch: text or call (248) 568-9756 or Sheila Jenkinson: [sheila@opcmilford.org](mailto:sheila@opcmilford.org)) with your name, speaker's name and date and time of your party so that your Gathering will be included in the Prayer Calendar.
6. If you do not know who your Speaker is by November 16<sup>th</sup>, contact Sheila or Jeanie.
7. Send the invitations for your party 7-21 days prior to your Gathering. Send four times the number of guests you want to attend. Aim for 10+ guests. *View 40 invitations as a minimum.* You may mail the invitations to those you know. Hand deliver to others.
8. Arrange childcare if needed.
9. Decorate your home cheerfully.
10. Prepare food ahead of time.
11. Use name tags.
12. Silence phones during the Speaker's talk. Pray and enjoy!
13. Should you have questions on what to do next with individuals who attended your Gathering, call Jenn Williams (248) 804-9190. Help will also be available at the Christmas Gatherings kiosk between services on December 8<sup>th</sup> and 15<sup>th</sup> as well as at the Christmas Celebration on December 14<sup>th</sup>.
14. The Sunday following your Gathering, turn in comment cards (or a copy thereof) and the Hostess Evaluation Sheet at the Christmas Gatherings kiosk. Be sure to clearly mark the names of Hostess and Speaker.
15. Reserve Saturday, December 14<sup>th</sup> for the Women's Christmas Celebration where all the women of the church are invited to celebrate what God has done. OPCM 7 PM.
16. An Equip seminar will be offered on Wednesday, January 8<sup>th</sup>, 7 PM for those interested in starting a beginners' Bible study to follow up from their Christmas Gatherings. This is a tried and true method proven effective with those new to Bible study- Christian or non-Christian. Take advantage of this training even if you don't feel ready to start one now. We hope you'll want to someday!