HOST AND HELPER NOTES

SMALL GROUP COACHING (IN-PERSON)



- Stand as guests arrive, and greet them warmly (but not overwhelmingly). Introduce them to others in the group. Show them where to get the food and drinks.
- Wear a name tag, and make sure each guest has a name tag.
- Set the tone by engaging in small talk during the meal, and focus on getting to know your guests.
- Offer to refill drinks, and take away any used plates and utensils.
- Do not let guests sit alone awkwardly during dinner, and at least one host or helper should stay with the group at all times.
- If any of your guests have dietary needs, be sure to tell the Alpha administrator so the food team can plan accordingly.
- Explain to guests what they can expect, including the general flow of the night and what time the session ends. Many people have been working all day, so it is very important to respect the ending time.

BOTH IN-PERSON OO AND ONLINE



- During the small group tonight, there are two games and three questions. The third question is:
 "If it turned out that God did exist after all and you could ask one question, what would it be?" Be sure to practice saying this phrase word for word.
 - Don't assume that God exists, by saying, "What questions would you like to ask God?"
 - Don't assume God is male by saying, "What would you ask him?"
 - Instead, have every host practice saying out loud 3 times, "If it turned out that God was real after all and you could ask one question, what would it be?"
 - People who come from a faith perspective can get hung up on this question of "if." You can clarify by saying, "At Alpha, all perspectives are welcome, which is why we frame the question this way."



SMALL GROUP COACHING (ONLINE)



- Warmly welcome guests as they arrive. We are not able to serve a meal or provide a cool drink, but we can be genuinely welcoming. The best way to do this is by giving guests a chance to engage in something within the first ten minutes of the call. Utilize an online poll, place people in breakout rooms to meet a few people from their small group, or do an icebreaker that involves everyone. Get people talking, and keep the energy high!
- Take time for introductions, but keep things moving along. A simple opening question could be, "Where is everyone from?" Running Alpha online may draw people from different parts of the USA and world!
- Explain to guests what they can expect, including the general flow of the night and what time it ends. Many people have worked all day, so it is very important to respect the ending time.

- Each week during the video, aim to keep your video on. This shows the quests that you are engaged, and they may like to see your reaction to certain parts of the video. It also encourages them to keep their video on, and you can see them.
- During the time of introductions, it is helpful to share who is part of the Alpha team. Say something like, "I've been through Alpha before and really enjoyed it. I'm back to help others also have a great experience." If this is your first time running Alpha, you can say, "I've heard great things about Alpha and am excited to be part of this group."
- During the small group time on the first night, there is less discussion about the talk and more time spent getting to know each other. We suggest a combination of icebreakers and questions.



GROUP GOAL

Create a fun, enjoyable environment so that people want to come back!

PERSONAL GOAL

Create a touchpoint of care for each guest (i.e. a note in the chat window if you are online or a compliment or smile during the small group time if you are meeting in-person). This is a great way for helpers to engage with guests.

ICEBREAKERS

#1 The Name Game

- The name game is quite simple, creates a lot of laughter, and helps people to remember everyone's names.
- Get everyone to think of the first letter of their first name and find a positive adjective that starts with the same letter. For example: Enthusiastic Eddie.
- Explain that it's also a memory game. You have to say the names of the people who have gone before you and then your name. You can help each other if you can't remember.
- There is an extra level of excitement on Zoom, because not everyone sees people in the same order on the screen. It might be easier to go in alphabetical order according to people's first name, and have the host call on each guest when it's their turn.

#2 The Desert Island Game (optional)

- · You suddenly find yourself on a desert island. Assume your cell phone won't work. What is one material possession that you would want to have with you and why?
- This is a game that everyone participates in.
- Keep it lighthearted and fun.





QUESTIONS

#1 How did you end up at Alpha tonight?

- This is a question that every guest is invited to participate in.
- Start with the person that you think will be most honest about their struggles with faith. This naturally sets the bar low and allows for others to talk more.
 If you unintentionally start with someone who's a Christian,

- everyone might think they have to say they're a Christian.
- For example, avoid starting with, "I've been a missionary in Africa for the last 10 years spreading the love of Jesus, and I want to help others love Jesus, too..." This will make it difficult for others to follow.
- Team members, please answer this question, but be sensitive to not say anything that indicates, "You love to share Jesus with people who don't know him" or a similar sentiment.

#2 Tell us something interesting about yourself.

 The host should be the first one to answer this. Lead by example, and keep it both brief and interesting. We don't have time for people's life stories, but you can share a fun fact to get to know each other better.

From now on, no more selecting people by name to answer questions. Every question, including this one, is asked to the group.

#3 If it turned out that God did exist after all and you could ask one question, what would it be?

- Remember, at Alpha, all perspectives are welcome, which is why we frame the question this way.
- Encourage people to contribute.
 Be supportive of their answers.
- Try not to focus too much on one answer, as it may make

others feel theirs isn't important. Ask follow-up or clarifying questions if needed. Try to do as little as possible.

- As they give their answers, you may want to write them down.
- Thank guests for sharing their questions. You can mention that you will keep a record to see if any questions are answered by the end of Alpha.

FINAL COMMENTS

- · No matter what they say on the first night, don't assume that anyone has a strong faith life.
- As a team member, do not use "church talk." This is crucial! No talking about ministries that you are involved with, your personal relationship with the Lord, or events happening at your church/parish.
- Make it fun! The goal is to make this first night comfortable, lowpressure, and filled with lots of laughter!
- If your group gets through the two games and three questions and you still have time, you can discuss the video, or simply talk about the activities people have going on that week and end early.

• Helpers: While the general rule is "as quiet as the quietest guest," be ready to help out tonight with speaking up. Give time for guests to go first, but if no one is talking and it is getting awkward, be ready to respond with a question, a struggle, or a comment from the video.

If in-person

- Check if there is anything to help clean up. This may involve wiping down the chairs and table or another job to ensure the clean-up runs smoothly.
- At the end of the night, your Alpha team may want to regroup for a few minutes to debrief how the night went and pray for each other and for the guests.

If online

- Make sure that everyone is clear on how to join the call next week. Confirm the link. and let them know that you look forward to seeing them again next week!
- At the end of the night, your Alpha team may want to regroup for a few minutes to debrief how the night went and pray for each other and for the guests. This can either be done in the breakout room after the guests have left or have a different Zoom call set up for the debrief.



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