

# **Welcome!**

## **United Methodist Women Welcoming Event Toolkit**



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# Introduction

United Methodist Women members are steadfast in our PURPOSE. We organize for growth to continue mission to women, children and youth. In Acts 2, the early church was devoted to growing in Jesus Christ, meeting needs and joining in fellowship. As a result their numbers grew. Devotion, fellowship and attention to needs of women, children and youth are central to United Methodist Women's growth.

After two years of prayer, research, discernment and design, we are ready to offer a membership development initiative to help United Methodist Women members engage more women. This initiative involves local, district, conference and national levels working together to create a welcoming space by focusing on potential members' interests, sharing United Methodist Women's work and building relationships.

## **Acts 2:44-47**

*All who believed were together and had all things in common; they would sell their possessions and goods and distribute the proceeds to all, as any had need. Day by day, as they spent much time together in the temple, they broke bread at home and ate their food with glad and generous hearts, praising God and having the goodwill of all the people. And day by day the Lord added to their number those who were being saved.*

Membership growth also means retaining current members. We need to engage all women, whether prospective, new or existing members. It takes four or more times of engagement before a woman identifies as a United Methodist Women member. Once she's a member, she's focused on making a difference in her community and beyond.

This toolkit guides you through welcoming, engaging and building relationships with all women: prospective, new and existing United Methodist Women members. We pray your group is ready to radically welcome more women and proceed in prayer and action as you use this toolkit.

# Purpose of Toolkit

United Methodist Women is a supportive community. Members develop relationships at all levels of the organization, but especially locally. United Methodist Women is not a social club—it is an organization of women who seek to know God more fully and participate in mission. We want to invite more women to join us.

This resource is for those who want to reach women who aren't involved in United Methodist Women. It will help you host welcoming events that engage potential and existing members and offer exciting and inspiring content and opportunities for learning and relationship building.

The material can be used in any order. Planning may take a few hours. Be inclusive, and make sure every planning team member has a chance to share and give ideas. This toolkit exists to help you reach out and welcome new women and retain existing members. Its purpose is twofold: welcoming and fellowship. Bringing new women into United Methodist Women involves both.

Let's begin!

# Welcoming Event Overview

The welcoming event includes four segments and should take about two hours:

- **Inspiration**
- **Learning Together**
- **Learning From One Another**
- **Wrap-up**

## **Inspiration**

This segment sets the tone of the event. Women will be inspired and feel a sense of belonging. This creates the foundation for the other segments.

### **Welcome and Housekeeping**

Welcome attendees, share an overview of the gathering and determine expectations. Let women know where the exits and bathrooms are and anything else they need to know for their safety and well-being. If the event will be addressing issues that may be difficult, make sure you have compassionate listeners and introduce them.

Share a captivating story related to the event's theme. The story can be told through a speaker, United Methodist Women-related video, **response** article, TED Talks video, etc.

### **Reflection**

Connect the theme to the people in the room. Maybe pose a question for them to think about or reflect on scriptural references.

## **Learning Together**

This segment builds common knowledge. Depending on the theme you've chosen, share basic definitions and statistics. Everyone should feel a personal connection to the theme and to one another. If the theme relates to a United Methodist Women advocacy issue, be sure to discuss the root causes.

### **Participant Interaction**

What is being addressed? How will you engage participants? Be sure to invite responses and questions. You might ask people to share their own examples.

## **Learning From One Another**

This segment builds relationships and creates a safe environment in which new people will feel free to share what they are doing and what they need.

### **Small groups**

Invite women to break into smaller groups based on their interests. In small groups they share and get to know one other. Know your audience. If inviting women from outside

your group or church, remember that they will have different expectations. Consider having group facilitators to ensure everyone is engaged.

Establish a covenant for sharing, and share around a person's experience: What has been helpful to me? What would have helped me?

Listen to what people are sharing—this might be an opportunity to follow up for future events. Also, if discussing a difficult issue, be sensitive to not having all the answers and remember that every person's situation is unique.

Allow time for participants representing the multiple smaller groups to report back.

Establish a covenant for sharing, such as the following:

- Listen deeply and actively: Respect others when they are talking.
- Share space: If you think you are talking too much, you probably are.
- Speak from your own experience instead of generalizing: Use "I" instead of "they," "we" or "you." Don't invalidate someone else's story with your own spin on their experience; instead share your own story.
- Participate to your level of comfort but realize everyone's growth occurs when each person's voice is heard.
- Be aware of body language and nonverbal responses that are disrespectful and can speak as loud as words.
- Respect confidentiality.
- Expect unfinished business, both discomfort and joy.

## **Wrap-up**

The goal of this segment is to (1) summarize results of fellowship; (2) share any next steps planned; (3) share upcoming opportunities for participants to engage with your unit, church or community; (4) promote upcoming United Methodist Women gatherings and introduce key persons with whom newcomers can connect.

## **Recap and Follow-up**

Summarize what was shared among the groups. Share resources related to the event's theme so that participants can expand their knowledge and deepen their passion.

Before the event, make plans to follow up with each attendee and assign the team members to the task. Assure newcomers that there will be follow-up with each attendee. Extend a very personal response to those who came so they understand this is a supportive fellowship of women and that is what you are seeking to deepen.

Share opportunities for upcoming events or other engagement with United Methodist Women in the local congregation and beyond (district or conference event). Create such opportunities if necessary.

Be sure to share that this event was planned by United Methodist Women. If anyone is interested in learning more about United Methodist Women, direct them to the person(s) assigned this task.

Consider displaying books from the Reading Program that are relevant and copies of any resources that address the theme. Provide copies of *United Methodist Women News*, membership brochures, **response** magazine and similar resources.

### **Blessing**

Offer a prayer or closing litany that affirms the theme/occasion.

# Planning a Welcoming Event

## Choosing a Theme

Exploring and naming the theme helps you narrow the audience. This is OK, because not all women can be reached with one event. Here are guiding questions to help you choose a theme. (You do not need to answer all of the questions.)

- What is going on in the lives of our church members?
- What is going on in our community (neighborhood, school district, county, state, etc.)?
- What might be the impact in our community if we had more events around \_\_\_\_\_ ?
- What do we wish would happen at this event?
- What sort of impact do we think a gathering on \_\_\_\_\_ theme would bring us?
- What do the women in our church/community care about, wish for or want to see happen?
- Ask this question individually for silent reflection and then invite group members to share with one another: What is a major issue that has impacted me/my family/my community the past few years? Together: What might this mean for our group?
- What resources are needed in our community?
- What would have to change or what would have to happen in order for someone to attend an event around our chosen theme?
- What and who do we want to see at this gathering and why? Make this list individually and then combine with the group. In general, what do newcomers want to see? What do existing members want to see?
- What other gatherings have we and women in our community attended and why?
- How might our assumptions about United Methodist Women meetings (pro and con) influence how we develop this gathering?
- What would be needed after our welcoming event to bring newcomers back?
- Who and how will we continue relationship building?



## Planning Teams

Consider creating teams to plan your welcoming event:

- **Research team:** Explores questions for choosing a theme and determining the scope of the event.
- **Logistics team:** Works with the research and program teams in coordinating logistics.
- **Program team:** Works with the research and logistics teams to develop the program using the outline in the “Welcoming Event Overview” section and to plan the event itself.

Possible themes:

- Dealing with loss.
- Planning for retirement.
- Money and values—personal finance.
- Growing spiritually and maintaining Christian values in the workplace.
- Military relationships or military personnel returning to the community.
- Inclusivity—explore changing community dynamics.
- Listening sessions—hear ideas for new circle or subgroup interests, like reading, crafting, praying, learning from mission, writing our mission personnel, etc.

Keep in mind that brainstorming a theme should embrace your experience, flexibility and values. It should not be overwhelming. Choose just one theme. If there is enthusiasm and lots of ideas, choose one and keep other ideas in mind for future events.

Remember, you should host more welcoming events as you explore interests of women you want to encourage to join you.

## Determining the Scope

Once you have decided on the theme, determine the scope. How narrow do you want the theme to be? Think about how much content you can cover during your time. You cannot cover every part of a complicated community issue in one event. The welcoming event is introductory. You may plan to have a follow-up meeting to go deeper into the theme, or you may just incorporate it in future programming.

Questions to consider:

- Should we plan the event as part of a series? What other opportunities can we link to or invite women to?

- How do we tie in mission in our community? What is happening at my kids' school? Is there alcohol or drug abuse in the community, domestic violence, etc.?
- How do we identify the issues of our community?
- How do we figure out the root causes of these issues?
- What can we offer to support, help to change?
- What are we working on already? What do we need to do this work?
- What are we struggling with, and what do we need to help with that?

We seek relationships. We can help build new relationships based on mutual interests and experiences that then link with our local ministries.

## **Logistics**

Now that the theme and scope have been determined, you need to answer the where, when, who, what and how. See “Logistics” in the Supplemental Materials section for guiding questions for planning this and future events.

## **Program Planning**

Consider the welcoming event program and what is needed to help participants get what they need and expect (smoothly). Follow the steps in the Welcoming Event Overview section, and also consider the following:

- Developing a covenant for sharing. See “Sisterhood of Grace Covenant” in Supplemental Materials.
- Providing compassionate listeners in case discussions cause discomfort or bring up painful memories. See “Guidelines for Compassionate Listening” in Supplemental Materials.
- Identifying a facilitator to keep the event moving and on schedule. Facilitators may be needed for small group discussions as well. See “Guidelines for Facilitating” in Supplemental Materials.
- Identifying observers to watch, listen and share observations in the event debriefing. See “Guidelines for Greeting and Observing” in the Supplemental Materials.
- Reviewing protection policies for children, youth and vulnerable adults. See “Creating a Safe Space for Young Women” in Supplemental Materials and consult your conference Safe Sanctuaries policy.
- Supporting the development of new subgroups or circles that may come about based on interests shared at this event.

# Building Ongoing Relationships

Building relationships is the *most important* part of making your event successful. Keep in touch with those who attended. Your genuine interest in the women who attended is part of supportive community both within and outside United Methodist Women. This event is designed to provide an entry into the fellowship of the local unit. Personal contact should continue so relationships can build. New women will want to join in our creative, supportive fellowship, membership and mission.

## Suggested process:

- Compile attendance list from the RSVP list or a sign-up sheet as attendees arrive. Be sure to let attendees know that you are collecting their information so you can contact them after the event. Also let them know how you will be contacting them—mailing, e-mail, phone call, etc.—and that they can opt out if they do not want to be contacted. Any information collected may not be shared beyond those team members following up with attendees.
- Do not send chain e-mails. Use personal e-mails sent from one person to one other person.
- Make a prayer list of whatever concerns were voiced during the event so that ongoing prayers can be offered. Members who can't attend the event can join in the prayers. Remember shut-ins and nursing home members for prayer partners—they may not be physically present, but their spiritual presence can be felt in a profound way.
- Plan engagement opportunities for follow-up interaction after the event.
- Let attendees know about **response** magazine articles related to the theme, or if the United Methodist Women website has a related article. Suggest books from the Reading Program, and share readings from the Prayer Calendar.
- Help women connect. Post invitations on the national United Methodist Women Facebook page or especially the conference, district or local unit Facebook page. Similarly connect women to the unit website or newsletter, if applicable.
- Send out “save the date” cards for upcoming gatherings, offer rides and carpooling.
- Send thank-you notes to leadership and special guests but also to each newcomer for attending.
- Invite attendees to future volunteer opportunities even if they have no interest in attending unit meetings. Anyone can share in the good work done by United Methodist Women for mission. Remember, membership is not required for participation.
- Follow up and follow through on anything that was promised during the event.
- When connecting after the event, do not contact attendees too often—you don't want to overwhelm or annoy anyone.

- Planning team members can call a newcomer they met at the event and thank her for coming. If she's open to it, ask her what she thought of the event. Don't be pushy—she's allowed to not enjoy the event. Be sensitive to that, apologize that it wasn't what she needed, and tell her you hope she might try a different event in the future. Seek out her interest(s).
- Plan personal invitations to future events. People making the follow-up calls can extend future personal invitations.
- If you put out a sign-up list with suggested topics for future events or volunteer opportunities, the planning team will need to follow through in connecting with those who expressed interest.

# Evaluating the Event

Consider how to receive feedback from the event attendees, either on-site or as part of the follow up.

## General evaluation questions:

- What went well?
- What did not go well?
- How effective was the event in attracting new women?
- What could have been done differently?
- How can we build on this event? What did we put in place to follow up with?
- Did the event reveal opportunities for future event(s) or more work with this specific demographic or interest?

## Be sure to ask the observer(s):

- Where was the energy in the room during the event? Talk about this in the follow-up.
- What are the needs that came up?
- Identify places where you did well. What areas could have been improved?

You may consider having the unit give newcomers gifts such as the Prayer Calendar or a **response** magazine subscription.

Keep at it! Your first event may not meet all your expectations, but try again based on feedback from your evaluations and overall observations.

# Celebrate!

Celebrate the completion of your welcoming event. Together you planned and implemented an opportunity to open your unit to women in your church and community. The event's success depends on what you do now. It may have just been something to try once and use the information to change how you do things in your unit going forward. Or it may be one of many events you will host to continue to open your unit to others. Either way, having a new person attend has provided you with an opportunity to widen the circle of fellowship. Embrace that, and embrace her (or them).

Enjoy the possibility of growing! Pray together and keep doing mission!

# Supplemental Materials

# Logistics

This event should focus on a specific audience or interest—narrow not broad. You may choose not to invite every woman. The following guidelines can work for all United Methodist Women events as we grow to be more radically welcoming.

## **Where?**

How many women do we hope to have? How wide will we circulate our invitation? Would women feel more welcome in a church, home or community location? What kind of environment is needed for the theme (intimate, social, indoor, outdoor, etc.)?

## **Facilities**

Are there rental costs? Does the space comply with the Americans With Disabilities Act? (See [www.ada.gov/2010\\_regs.htm](http://www.ada.gov/2010_regs.htm)). Is there parking or access to public transportation? Is it centrally located or accessibly located? How many people can fit in the space? Can the space accommodate child care?

How many people can we afford to host? Consider costs of refreshments, facility rental, handouts, child care, etc. Will we have “breakout” groups? Do we need technology? What resources do we want to share or show?

## **Registration**

Will we ask people to register ahead of time? If so, how? What’s the deadline? How will we register attendees and get contact information on-site? Will we have anyone under 18 years old? How will we make it a safe space for children and youth? Will vulnerable adults be invited? How will we handle that? (Safe Sanctuaries policies can provide guidance. See [www.gbod.org/lead-your-church/safe-sanctuaries](http://www.gbod.org/lead-your-church/safe-sanctuaries) and consult your conference Safe Sanctuaries policy.)

## **Safety**

If a participant needs medical attention, what’s the procedure? Do we need a room for nursery services or child care? How will attendees stay safe in the event of a natural disaster or weather event?

## **Green Meetings**

United Methodist Women is encouraging members to use green meeting guidelines. Tips, tools and resources can be found at [www.unitedmethodistwomen.org/sustainability](http://www.unitedmethodistwomen.org/sustainability) and [www.epa.gov/oppt/greenmeetings](http://www.epa.gov/oppt/greenmeetings). What environmental impact will this meeting have? Can we limit our carbon footprint by reducing paper handouts, using reusable plates and utensils for food and snacks, using a facility that observes environmental guidelines? (See [www.unitedmethodistwomen.org/environment](http://www.unitedmethodistwomen.org/environment).)



## **When?**

There is not going to be a day and time that suits everyone, but plan for the best time for the most people.

**Time of the year:** What church and community events are happening and when?

**Time of day:** Do we hold the event at night, after work hours? What about older persons who do not drive at night? Do we provide child care?

**Theme:** How does the day and time fit with the theme?

**Day of the week:** What is best for persons who work, who have family responsibilities, who are students, who are elderly, etc.?

**Transportation:** Do people need to “buddy up” with younger women or older women to help get them to the event? Accompaniment and relationships are key. Offering transportation and assigning current members may foster relationship building no matter what the program is.

## **Who?**

**Is this event for all the women in the church or community?** Can or should clergy attend? Is the event for younger women (under 18 years old)? Is it for vulnerable women? Will we need someone who can provide nursery or child care services? Might children be included in the meeting room? Those providing nursery services will need to have background checks. Consider offering child care reimbursement for mothers who want to choose their own child care options.

**Will we need language interpretation?** Can this be accommodated? If we have an interpreter, the person should have a good understanding of the content and context so she or he can really connect with the persons who will be participating.

## **What?**

**Can the leadership team facilitate this event?** Provide inspiration? Respond to questions? Demonstrate hospitality and fellowship? Listen? Build relationships? Do outreach? Should we consider an outside person as a resource? If so, who might that be? Will she or he be paid? Who will take responsibility for follow-up?

**Will we have food?** Will food bring more people or be a means for relationship? Could food create a role for the wider United Methodist Women group to share with others and be involved? Or could food be a burden? If food is served, be sure it takes into account food allergies (which will need to be indicated on registration), health concerns (diabetes, hypoglycemia, etc.), special diets (vegan, vegetarian, gluten-free, etc.) and if the food is locally grown, seasonal and healthy. Consider what is affordable. Consider children, if they are being welcomed, and how they will be served.

## How?

Hospitality and relationship are very important. Choose people who make others feel welcome. Identify greeters (see “Guidelines for Greeting and Observing” in Supplemental Materials). Have some folks welcoming others both outside and inside. Greeters should keep mixing and making introductions. This is intentional work. Remind current members not to congregate together but to continue to extend welcome to newcomers. Consider decorating the meeting space with colorful cloths or posters, a worship center, flowers or something similar.

**Build in a debriefing after the event so follow-up can be planned.** Designate observers at the event so they can identify reactions, recommendations, ideas, etc. Observers should not have other assignments so they can participate freely and focus on what is happening.

**Create a timeline for pre-event, event and post-event.**

- Set the date.
- Decide on the location.
- Create invitations.
- Plan event specifics. Have a preparations meeting. Plan a follow-up meeting after the event.
- Include everyone’s responsibilities—what, by when, etc.—in the event plan. Be specific. What is the role of the planning team? How will all current United Methodist Women members be involved in this event?
- During the event, take time to visit one another, but not in the kitchen. This is a Mary—not Martha—event (Luke 10:38-42). Build in extra time for setting up and cleaning up when folks are no longer there. While the event is taking place, make every effort to be *with* the participants.
- Remember that this is about creating relationship. Plan communication with participants before, during and after the event.

**How will the space be set up?** Do we need round tables or long tables? Should the chairs be in rows or a circle, or will we use pews? This will impact the interaction.

**What signage will be available to indicate the entrance?** (This is important for new people.) If the event is in the fellowship hall, where is that? Will we be collecting money? This is contingent on the event type and your audience. Use your best judgment to ensure no one feels limited or excluded.

# Sisterhood of Grace Covenant

As a community of women organized for mission it is important that we be the creative, supportive fellowship espoused in our PURPOSE. In that spirit, these guidelines, often referred to as “ground rules,” provide a framework to ensure open, respectful dialogue and maximum participation to share, pray, learn and listen together.

- Listen actively, with head and heart.
- Speak from your own experience.
- Participate to your level of comfort.
- Be aware of body language.
- Respect confidentiality, including with photos posted via social media.
- Expect unfinished business—both discomfort and joy.

# Guidelines for Greeting and Observing

In the excitement of reshaping and renewing United Methodist Women, we may not realize how we look to others. Here are some guidelines for greeting guests and observing the interactions of participants.

## **Greeters**

Strategically place greeters throughout the meeting place to welcome attendees. The size of the space will influence the number needed. Examples:

- The parking lot and outside the front door (weather permitting).
- Inside the front door.
- Outside the meeting room door.
- Inside the meeting room door.
- At the registration table.
- Two inside the room to lead newcomers to women who may already be seated and to make introductions.

## **Observers**

Identify at least two observers to sit or stand in different areas of the meeting room to take notes (without calling attention to themselves).

### **Record observations:**

- Is the room set up to encourage interaction among participants? For example, round tables? Small groups of chairs? Refreshment table easily accessible and inviting?
- Is each newcomer greeted and introduced to another member? Is anyone left to herself? If so, for how long?
- How is the newcomer greeted by a United Methodist Women member? Is the member friendly? Does she listen, or is she obviously interested in something else?
- Are members scattered throughout the room or clustered by themselves?
- Is a newcomer left alone at any time?
- Does the program seem to relate to the needs or interest of the newcomers? Or does it have no apparent relation to the needs and interests of the newcomers?
- If there is an activity, circulate among participants and write down relevant comments from all participants. Observe how comments by members might affect newcomers. Include observers' thoughts in the debriefing report to the leadership team.

Monitoring is a delicate job that might hurt sensitive feelings, so be gentle but objective. Our goal is to make disciples for the Kin-dom!

# Guidelines for Compassionate Listening

Once you have identified persons to serve as compassionate listeners, make sure they are committed to the following:

- Listen to really hear what is being said.
- Listen to understand.
- Listen to learn.
- Listen without comment. You don't have to agree.
- Listen completely focused on the speaker. Don't try to come up with counter arguments or to frame your reply.
- Listen with respect, regardless of the speaker's status or position.
- Listen to find connections between you and the speaker.
- Listen with empathy.
- Listen with your heart.

# Creating a Safe Space for Young Women

As United Methodist Women enters into a more flexible structure, we are looking at having more young women join us. United Methodist Women events at all levels must adhere to guidelines that provide the most comfortable and safe space possible. Boundaries keep us intact. Therefore, here is an example covenant for young women's (younger than 18 years old) participation:

As a participant I take seriously my responsibility and affirm my commitment for the well-being and safety of myself and others. I agree to remain on the site of the event or meeting unless I have been granted permission to leave by my adult chaperone/parent and at least one other adult. I will attend all scheduled activities, sessions and meals. If applicable, I will observe published curfews by being in my room, being quiet and not disturbing others. I understand that anything considered illegal for minors (people under 18 years old) under civil law and criminal law applies to this event or meeting as well. Therefore, I will obey all laws. I will not use tobacco, illegal substances or alcohol, nor will I possess any fireworks. I will respect the equipment and property of others and care for the facility which we share.

This example covenant is made between each young woman and the entire group.

A chaperone, as designated by her parent or guardian, is assigned to each young woman who participates in an event without her parent/guardian. Whether accompanied by a chaperone or parent, there may be times when the two will be in different places at the same time. All of us are invited to be our sister's keeper and to share together in the responsibility to make this event a safe environment for young women. There should be two adults in every meeting room. Please do not leave a young woman alone in a meeting room if there is only one adult left—stay so everyone can leave together. This is for the protection of both the young woman and the adult leader. If you see questionable conduct or suspicious activity, please intervene for the young woman and then report such concerns to the person designated for child protection at this event. Actions will be determined by the designee in consultation with the young woman's parent and/or chaperone and the young woman.

Our life together should be a safe and life affirming one.

# Guidelines for Facilitating

One of our main objectives is to get results. The kinds of results we want will vary. Sometimes the goal will be planning a successful welcoming event that engages new women, or it could be building ongoing relationships that create new event opportunities in the future. The facilitator(s) will be key in setting a tone and helping the flow of these events. Here are some key points and easy-to-follow techniques for helping make sure people engage and interact.

## **The Role of the Facilitator**

- To make things easy.
- To bring clarity to confusion.
- To keep the discussion focused and on track.
- To keep things balanced and ensure everyone is included.
- To summarize discussions and conversations.
- To start and/or bring to an end.

## **What to Watch For**

Being a facilitator is not always easy. Sometimes the dynamics of a group or setting may make it hard to share information or keep people engaged. Here are some key points to keep in mind:

- Radical welcome—everyone should feel invited.
- Focus should be on the group.
- Help to process emotional reactions, miscommunication, misinterpretation and misperceptions.
- The process is more important than the prepared content.
- Be prepared for information overload and/or vagueness.

All facilitators hope for positive group engagement where multiple views can be expressed. Facilitators want conversations to be a source for inspiration, new ideas and information to be shared and questions to be asked. We are hoping that the welcoming event will do all that and more to help develop membership.

In order for this to happen we must be aware of and realistic about our own communication and personality styles and those of others.

Behaviors and patterns to keep in mind:

- Interrupting or dominating: Not allowing others to fully express themselves, telling stories that take the conversation off topic and/or trying to take control.
- Rushing: Not giving enough time for exercises or discussion or not listening attentively or fully.
- Withdrawing: Refusing to participate or detaching from the discussion.
- Discounting or blocking: Disagreeing with all ideas and suggestions or minimizing individual or team contributions.

### **How to Help**

Being aware of what to watch for can help you quickly diffuse deconstructive behavior. Though this welcoming event is staged to be an informal gathering, it may be best to call out some simple ground rules during the introduction of the event.

If you do run into a difficult situation that calls for you to bring back the focus, consider the following techniques:

- Do not overreact.
- Listen to be sure you understand the concerns and repeat them for clarity.
- Remind the group of the task(s) or objective(s) at hand.
- Break out in table groups to bring focus back to the task(s).
- Refer back to the ground rules.

Finally, the two most important things you can do are to always be listening and have fun! Just be yourself, have fun and be sure to listen, listen, listen!



# List of Supplemental Resources

“We Are United Methodist Women” brochure

*United Methodist Women: On a Path for Mission* booklet

Reading Program catalog

All available from United Methodist Women Mission Resources at

[www.umwmissionresources.org](http://www.umwmissionresources.org)

**response** magazine

Subscribe: [www.unitedmethodistwomen.org/response](http://www.unitedmethodistwomen.org/response)

Back issues: [www.umwmissionresources.org](http://www.umwmissionresources.org)

Invitation Poster

Available for download at [www.unitedmethodistwomen.org/member-kit](http://www.unitedmethodistwomen.org/member-kit)

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United Methodist Women at Hallandale United Methodist Church  
Hallandale, Florida

United Methodist Women at Wantage United Methodist Church  
Wantage, New Jersey

United Methodist Women at Windsor Village United Methodist Church  
Houston, Texas