

Coffee Hour: Assessment and Conversation

You can use this worksheet to begin a conversation about one important aspect of parish life—your coffee hour. This isn't trying to look at every possible way things could be better. It focuses on the basics.

At a face-to-face meeting:

- 1) Have people fill this out
- 2) Gather the worksheets and record the collated results on newsprint in front of the group.
- 3) Have a conversation. Begin with very small groups of three or four. That will help "jump start" the discussion and get the more introverted members (usually about 50%) engaged, as well as helping the more extraverted (the other 50%) focus their thinking.

Have a small group follow up on the conversation and take action to make improvements.

Assess – circle the rating that comes closest to your view

1. Our coffee hour plays an important role in serving the needs of being "in community" for existing members as well as allowing visitors and new members to begin getting incorporated.

Poorly					Very well
1	2	3	4	5	

2. We do coffee hour in a manner that makes it easier for the visitor. We try not to place the burden on the visitor. For example, we invite existing members to put on nametags and most do.

Not very well					Very well
1	2	3	4	5	

3. Coffee hour happens every week. It's reliable.

Not so much					Yes
1	2	3	4	5	

4. We mostly keep it simple. Done in a way that is easy for people to manage while also providing good coffee, real half-and-half and milk, a small snack.

Too much pressure to make it special					Done simply and well
1	2	3	4	5	

5. The space is reasonably attractive; not cluttered with items that should be in storage or tucked away, walls clear or with attractive artwork.

Awful space					Attractive, good to be in
1	2	3	4	5	

6. Space for milling and space for sitting -- at least equal space; if anything a tilt toward milling as that tends to generate a climate of energy.

Not really					Yes
1	2	3	4	5	