



## **NEIGHBOR2NEIGHBOR CONVERSATION PLANNING GUIDE**

Have friends, neighbors, members or congregants who have been unable to attend an ALL VOICES St. JOE session? Help their voices be heard by hosting a conversation and sharing what was said. Here's a guide to planning a conversation you can hold in your church, living room, or community space!

### **BEFORE YOUR MEETING**

- Tell others about All Voices St. Joe and identify what topics you will be focusing on.
- Set a time and place
- Invite your friends and neighbors
- Obtain and set out light snacks
- Provide a link to our website and invite them to review what has happened so far: [stjoeallvoices.com](http://stjoeallvoices.com)
- Review "reporting back" questions ahead of time so you can gather the information you need! (see "After Your Meeting Below").
- Download the "[Participant's Role in Dialogue](#)".
- Also have paper, index cards or pens.



## **AT YOUR MEETING**

- **Greet and thank those who have come!**
- **Make some opening remarks.** Consider covering the following:
  - Why you have invited them, with a brief overview of your participation in All Voices St. Joe.
  - Focus the group on what you will be discussing. You might say something like “At this point we are focusing on your hopes and concerns for our community and its future, and ways in which our community might better work together as it moves forward.” or you might focus on a more specific topic like Affordable Housing or Supporting Youth.
  - Manage expectations. Point out that change will take more than one conversation and you can read about some of those that have occurred on-line and others that are occurring or planned.
  - Let those present know that you would like to hear all ideas, that if needed you will ask people to take turns, and will also from time to time invite those who are speaking less than others if they would like to speak.
  - Explain how you will "report back" to include their thoughts in the All Voices process.
  - Ask all if they will agree to listen to each other and help others be heard. Share the “Participant’s Role in Dialogue” handout if you will be using it.
- **Invite discussion.** You might begin by ask each person to say something about why they are there or share a connection that they have with the community. Then invite discussion on the topic you identified.



- "Wrapping up".
  - Invite individual reflection – for example, you might ask, has your own thinking, either about the issue or how others think about it changed?
  - You can invite each person present to summarize a key idea or thought that they will take away from the discussion.
  - Ask the group whether it believes it identified any shared purpose or direction, and if so what they might be willing to do to move in a shared direction.
  - Review the key points that will go into your "summary" and invite feedback.
  - Thank your participants!
  - Share info on how to participate in future All Voices events - <https://stjoeallvoices.com/>

## **AFTER YOUR MEETING**

- Report back through [this link](#) on the date and time that your event was held, the attendance, concerns noted, solutions proposed and other feedback received during your dialogue.
- Encourage all to participate in our next All Voices forum and watch for future events.

\*\*\* **THANK YOU** for holding your conversation.\*\*\*