

PLANNING
guide
THE
NEIGHBORHOOD
Cafe

BY AMY LIVELY



The Neighborhood Cafe Planning Guide is a powerful purse-sized tool that helps you before, during and after the launch of your Neighborhood Cafe!

I've tried to provide tips and techniques to help us overcome our fears about inviting our neighbors into our homes, from "my house isn't nice enough" to "what will we talk about?" There isn't a fear, doubt or worry you're having that I haven't had before you—and other Hostesses probably feel the same, too!

The Planning Guide leads you step-by-step through the process of starting and leading your Neighborhood Cafe.

Tuck this convenient book into your bag for on-the-go planning and impromptu invitations. It's practical, yet adaptable—use it however you see fit.

Please don't feel like you have to complete every page of this Guide... you won't. Use what's relevant and helpful to **you**. Adapt these tips to work in your home, ignore the ones that stress you out, and for goodness' sake let us know if you discover something wonderful that worked in your own neighborhood!

With love to you and your neighbors,

Amy Lively

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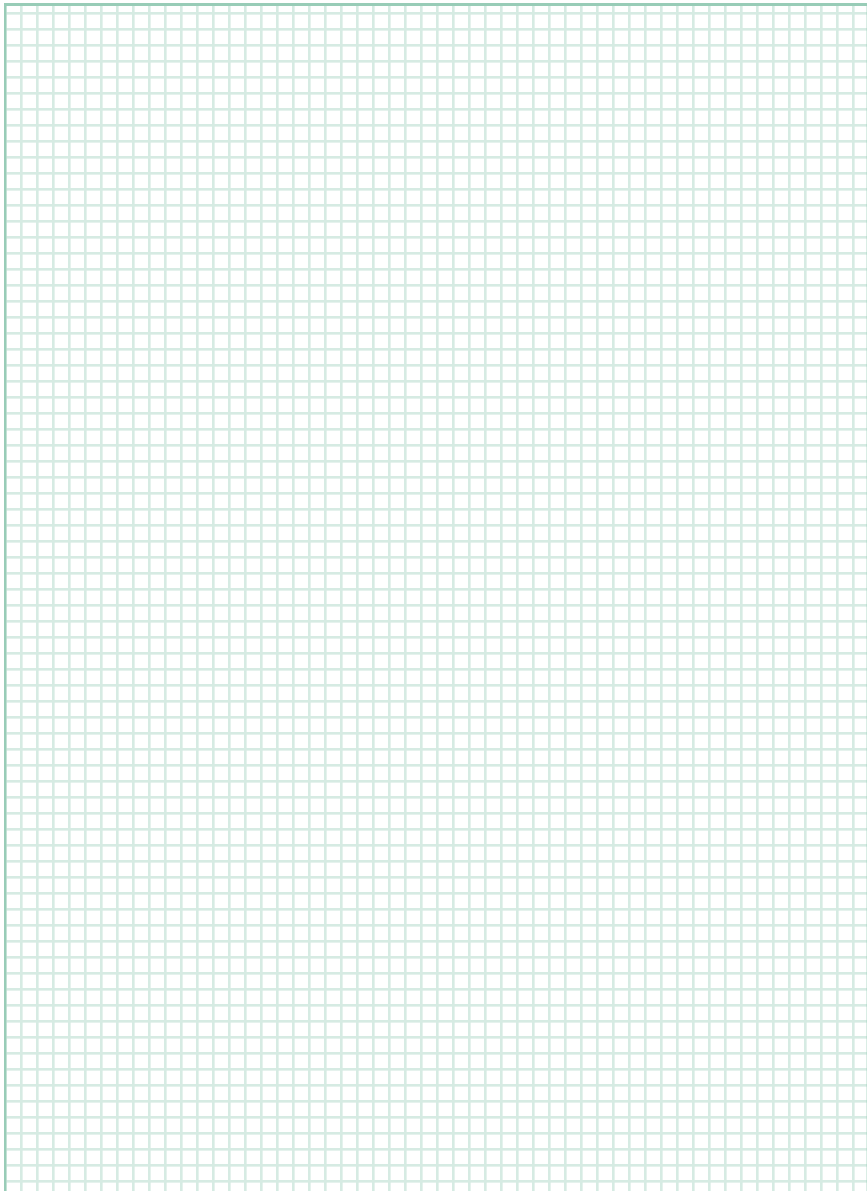
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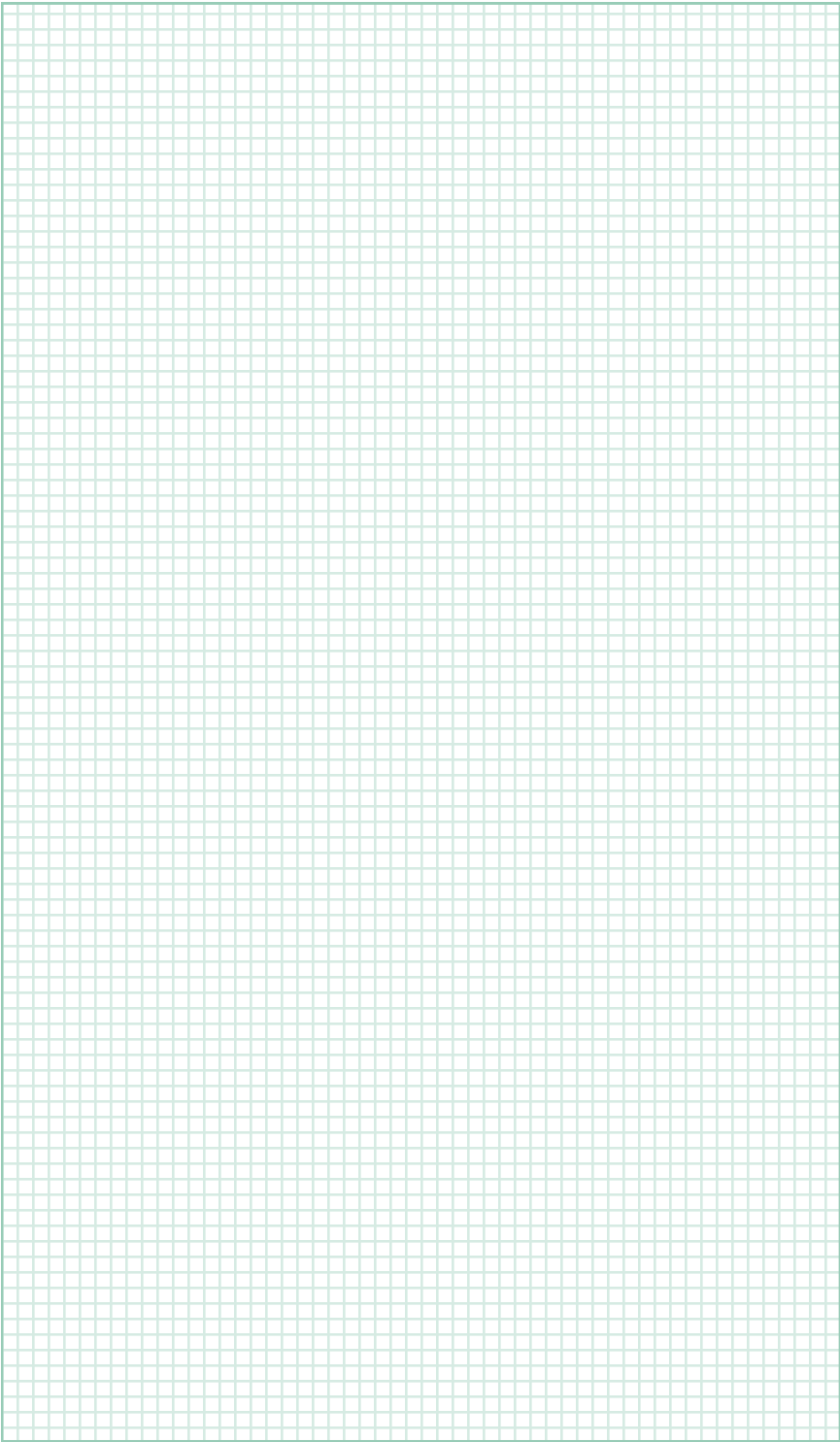
“The Word became flesh and blood, and moved into the neighborhood. We saw the glory with our own eyes, the one-of-a-kind glory, like Father, like Son, generous inside and out, true from start to finish.”

John 1:14, The Message

MY *Neighborhood* MAP

Draw a map of your neighborhood (or tape a printed map), and record the names of your neighbors.





NEIGHBORHOOD

Commitment



As a Neighborhood Café Hostess, you are making a commitment to your heavenly Father, your neighbors, and to other Neighborhood Café Hostesses. Please cover your commitment in prayer.

I will devote myself to my Neighborhood Café in the following ways:

- ☐ I commit to love my neighbors sincerely, not shove them into my agenda. 1 Timothy 1:5
- ☐ I commit to pray for my neighbors. Ephesians 6:18
- ☐ I commit to pray for myself. Ephesians 6:19
- ☐ I commit to act with integrity in my neighborhood. 1 Timothy 4:16
- ☐ I commit to be transparent and show my own need for a Savior. 1 Timothy 1:15-16
- ☐ I commit to endure persecution when I proclaim Christ in my neighborhood. 2 Timothy 3:12
- ☐ I commit to being peaceful, patient and gentle in my neighborhood. 2 Timothy 2:23-25
- ☐ I commit to being content with my home and using it for God's glory. 1 Timothy 6:6
- ☐ I commit to choose sound teaching for my Neighborhood Café Bible Study. 2 Timothy 1:13

Visit www.howtoloveyourneighbor.com/freebies to a download pretty, printable Neighborhood Commitment to tuck in your Bible.

Calendar Worksheet

Decide when your Neighborhood Café will meet:

Day of the Week: _____

Time: _____

Frequency (weekly, every-other week, monthly):

When will you host your first Café, which will be an Open House? It should be on the same day and time you decided above. Allow yourself at least 2-4 weeks to prepare and pass out invitations.

Start Date: _____

Note the date(s) at least 2 weeks before your first Café when you will pass out invitations.

Invitation Date: _____

Note the dates of you future Neighborhood Cafés :

Future Dates: _____

Visit www.howtoloveyourneighbor.com/freebies to download a printable calendar worksheet.

Set a daily alarm for the time you've chosen,
and each day as it rings pray for your neighbors'
schedules and spirits to be open!

Invitation Calculator

ARE YOU READY TO SHARE YOUR CONTAGIOUS ENTHUSIASM WITH YOUR NEIGHBORS?

**Here is the formula for the number of
people to invite to your Neighborhood Café:**

Number of people you can seat
UNcomfortably (12 max) _____

+ 25% to allow for absences _____ X 1.25

Total Group Size _____

Times 5 to allow for declined
invitations _____ X 5

Total number of people to invite _____

Don't be disappointed if your neighbors don't respond
as you'd hoped, and don't be overwhelmed if more
people come than you expected.

So long as you are acting in obedience
to God's direction, this is in His capable hands.

Yes, God can count!

Connect

Loving our neighbors is one of the most rewarding—and challenging!—commands God has given. You are not alone in your neighborhood; we are here for you both online and in person!

Connect online with other Neighborhood Café Hostesses:

- ☐ “Like” the Facebook page at www.facebook.com/howtoloveyourneighbor
- ☐ Join the private Facebook group for Neighborhood Café Hostesses at www.facebook.com/groups/NeighborhoodCafeHostesses
- ☐ Subscribe to updates at www.howtoloveyourneighbor.com/subscribe

Contact the Neighborhood Café anytime for encouragement, advice and support:

- Email amy@howtoloveyourneighbor.com
- Phone (740) 654-5423

Invitation Notes & RSVPs

Take this Planning Guide with you to keep notes as you pass out invitations to your neighbors. These names are the beginning of new friends and fellowship in your home!

<i>Name / Address / Notes</i>	<i>Yes</i>	<i>No</i>	<i>???</i>

“Go out to the roads and country lanes and make them come in, so that my house will be full.”

Luke 14:23

Invitation Notes & RSVPs

<i>Name / Address / Notes</i>	<i>Yes</i>	<i>No</i>	<i>???</i>

Recipes

These delicious and simple recipes were provided by Neighborhood Café Guests and Hostesses. Try them for yourself—and send us your favorite recipes, too!

When someone tasted Linda's "Manna" recipe at the Rosewood Café, they said, "Now I know why the Israelites wanted to keep it!" This is unbelievably delicious and surprisingly simple.

Linda's Manna Recipe

- 2 packages crescent rolls
- 2 blocks of cream cheese (8 oz), softened
- 1½ cups sugar, divided
- 1 stick butter
- 1 teaspoon vanilla
- 2 tablespoons cinnamon

Pat one package of crescent rolls in the bottom of an ungreased 9×13 dish.

Mix softened cream cheese with 1 cup of sugar and 1 tsp of vanilla (use mixer till nicely blended). Spread cream cheese mixture on top of crescents.

Layer the second package of crescent rolls on top of the cream cheese mixture.

Melt butter and pour on top.

Combine remaining ½ cup sugar with the cinnamon and sprinkle on top.

Bake at 350 degrees for 30 minutes. Serve warm.

Nan's delicious Zucchini Bread recipe came from a friend of her mother. Don't you love how women share all the good stuff?! Enjoy!

Nan's Zucchini Bread

- 3 cups flour
- 1 tsp salt
- 1 teaspoon baking powder
- 1 teaspoon baking soda
- $\frac{3}{4}$ teaspoon nutmeg
- 3 teaspoons cinnamon
- 2 cups sugar
- 3 eggs well beaten
- 1 cup oil
- 2 cups peeled and grated zucchini
- 2 tablespoons vanilla (Nan always add a little extra)
- 1 cup chopped nuts or raisins or $\frac{1}{2}$ cup each

Sift dry ingredients together. Add all other ingredients.

Place into 2 greased and floured loaf pans. Bake at 350 degrees for one hour.

Sandy served the brown sugar and the nuts in separate bowls on the side to sprinkle before eating. This was yum!

Sandy's Grape Salad

Combine in a large bowl:

- 8 ounces sour cream
- 8 ounces cream cheese
- ½ cup sugar
- 1 teaspoon vanilla

Add:

- 2 pounds seedless green grapes
- 2 pounds seedless red grapes

Combine in a small bowl and sprinkle over salad:

- ½ cup brown sugar
- ½ cup finely chopped pecans
- ½ teaspoon cinnamon (optional)

Keep refrigerated. May need to sit at room temperature for a few minutes before serving so cream cheese can soften.

The first time Mimi ever tasted Monkey Bread, she had to ask for the recipe. It's fun and easy to make and tastes more difficult than it is.

Mimi's Monkey Bread

- 3 tubes of biscuits, 10 per tube
- 2 sticks butter
- 1½ cups brown sugar
- 1 teaspoon cinnamon

Using scissors or a serrated knife, cut each biscuit into 4 pieces and set aside.

Melt the butter in a small pan.

Add the sugar and cinnamon and bring to a boil. Remove from heat.

Place ½ of the biscuits into a **greased** bundt pan.

Pour half of the butter mixture over the biscuits.

Add the remaining biscuits and cover with remaining butter mixture.

Bake at 325° for 40 minutes.

Turn immediately onto a plate. Serve warm.

This irresistible dip is a cinch to make. It goes fast! Use lots of different colored apples for a beautiful arrangement.

Jen's Carmel Apple Dip

Spread cream cheese in the center of a plate

Drizzle with caramel sauce from the produce section or ice cream topping aisle

Sprinkle with toffee chips (you can break a toffee candy bar or purchase a bag in the chocolate chip aisle)

Serve with sliced apples of all varieties

Toss the sliced apples with a teaspoon of lemon juice in a large zipper bag to keep them from browning, or sprinkle the apples with ascorbic acid (Vitamin C), found in the canning section.

Cathy served this up at the Chesapeake Cafe. What a delicious way to start your morning—girlfriends and pastries!

Cathy's Pecan French Toast

- 8 eggs, beaten
- 1 1/2 cup half & half (can use fat free)
- 1 Tbsp. brown sugar
- 2 tsp. Vanilla
- 8 slices thick sliced French bread (I used some raisin bread as well)
- 1 stick butter
- 3/4 cup brown sugar
- 1/2 cup maple syrup
- 3/4 cups pecans, coarsely chopped

Combine eggs, half and half, 1 tablespoon brown sugar and vanilla. Pour half of mixture into a 13 x 9" pan. Place bread in pan and top with remaining egg mixture. Cover and refrigerate overnight.

In a glass 13×9" baking dish, melt butter and stir in remaining ingredients. Cover butter mixture with soaked bread slices and bake 30-35 minutes at 350 degrees, until puffed and brown.

Cut into servings and invert onto plates. Serve immediately.

Rhonda makes a batch of this trail mix to encourage someone in her family or neighborhood. Warning—after you've finished baking the basic mix, throw in the "kitchen sink" and NEVER forget chocolate chips and M&M's!

Rhonda's Stick-To-Your-Ribs Trail Mix

- 2 1/4 cups regular oats
- 1/2 cup slivered almonds
- 1/2 cup dried cherries
- 1/2 cup chopped dried apricots
- 1/2 cup chopped pecans
- 1/3 cup golden raisins
- 1/2 cup honey
- 1/3 cup butter

Combine oats, almonds, cherries, apricots, pecans and raisins.

Combine honey and butter in microwavable cup measure and heat on high for 2 minutes. Stir to mix honey and butter. Drizzle over oat mixture till coated.

Spread mixture in a single layer in a jelly roll pan and bake at 350 degrees for 30 minutes. Stir mixture every 10 minutes to brown evenly.

Cool completely in pan and break into pieces.

This beautiful dish is perfect for morning or evening Cafés. It's easier than it looks and healthy, too!

Vicky's Apple Nachos

- Apples
- Ginger ale
- Dark chocolate
- Chopped nuts
- Dried fruit

Slice a few of your favorite apples. They should be crisp and not too sweet. Place apples in a bowl and cover with Ginger Ale. Let sit for about 10 minutes. (The Ginger Ale will keep the apples from turning brown.)

Drain the apples and place them on a paper towel to absorb any excess moisture. Arrange apples on a serving platter.

Melt about $\frac{1}{4}$ cup of dark chocolate chips and drizzle over the apples. (Once you melt the chocolate you will only have a tablespoon or two. Don't feel like you have to use all of it. You just need enough to add some color and a bit of chocolate favor.)

Sprinkle the top with heart-healthy roasted nuts like almonds, pistachios and walnuts. Then sprinkle with a little dried fruit.

Courtesy of www.madetocrave.org



OPEN HOUSE

Checklists

Use these suggestions in the way that best works for you. Check off any items that don't apply to you, and add anything else you'd like to do.

Open House Date & Time: _____

Two Weeks Prior

- ☐ Pass out invitations to neighbors

One Week Prior: Menu Checklist

- ☐ Plan menu and select recipes

Bread or Pastry: _____

Fruit: _____

Beverages: _____

- ☐ Prepare grocery list
- ☐ Purchase non-perishable groceries
- ☐ Purchase any needed paper or disposable products (plates, napkins, silverware, cups, etc.)
- ☐ Ask friends if you can borrow serving dishes or carafes

One Week Prior: Housekeeping Checklist

- ☐ Determine if any chairs or seating need to be brought into the room, or if furniture will need to be moved to accommodate guests
- ☐ Clean windows and window treatments
- ☐ Vacuum sofas and chairs
- ☐ Clean light fixtures
- ☐ Clean doorknobs and light switches
- ☐ Polish furniture
- ☐ Empty wastebaskets
- ☐ Clean front door and entryway
- ☐ Vacuum thoroughly (no dust bunny surprises if items need to be moved to accommodate more seating!)
- ☐ Clean guest bathroom
- ☐ Wipe kitchen cabinets and appliances
- ☐ Clean out refrigerator
- ☐ Mop all floors
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____
- ☐ _____

Three Days Prior

- ☐ Arrange any special or seasonal décor
- ☐ Clean a closet and fill it with hangers, or designate an area such as a spare bedroom to store coats
- ☐ Finish grocery shopping
- ☐ Plan for unfriendly or too-friendly pets
- ☐ Make any reminder calls

This is your Café! Make it as fancy or simple as you like. Don't let the details become stressful. Instead, pray as you prepare for each woman who will visit your home.

One Day Prior

- ☐ Set the table or area where food will be served with all serving dishes and utensils
- ☐ Buy and arrange flowers if desired
- ☐ Finish as much of the cooking and food preparation as you can
- ☐ Quick-clean the living room: Clear any clutter; straighten cushions; dust furniture; straighten tables, pictures, books and magazines
- ☐ Quick-clean the bathroom: wipe sinks mirror, toilet; put out fresh hand towels or paper towels
- ☐ Quick-clean the kitchen: put away dishes, clean sink, wipe counters and appliances, fold towels

- ☐ Vacuum and mop floors
- ☐ Fill coffee pot so it's ready to turn on
- ☐ Set out sweeteners and any condiments
- ☐ Have name tags and a pen or marker ready
- ☐ Lay out any Bible study materials you are considering
- ☐ Display the Guest List for your guests to sign
- ☐ Remove heavily scented candles or potpourri in case guests are sensitive or have allergies

Day of Your Open House

- ☐ Rearrange furniture if necessary. (Note: It is better to pull in more seats as additional guests arrive than to have empty seats unfilled.)
- ☐ Finish any last minute cooking
- ☐ Set out food and beverages
- ☐ Brew coffee
- ☐ Heat water for tea
- ☐ Put pets away
- ☐ Relax and open your heart as you open your home to new friends and blessed fellowship

Tip: be completely ready at least 30 minutes before the start time of your Open House so that you won't be flustered when early guests arrive.

Shopping & To Do List

<input type="checkbox"/>	_____
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Ice Breakers

Think in advance of open-ended questions to ask your Guests. Local, topical or seasonal questions are easy to answer. Some examples: **Please share your name and where you live, and how long you've lived here. Then tell us:**

- ☐ Your favorite food at the county fair?
- ☐ The best Christmas gift you've ever given?
- ☐ How did you celebrate birthdays as a child?
- ☐ What was the first car you drove? What would you grab in case of a fire?
- ☐ Who is the oldest person you know?

FOLLOW UP *Notes*

Immediately after your Open House, make note of the conversations you had with your neighbors. Follow up with a "Thinking of You" card (download a free printable greeting card at www.howtoloveyourneighbor.com/cafe) or call each guest, thanking her for coming and welcoming her back.

<i>Name / Notes</i>	<i>Card</i>	<i>Call</i>

<i>Name / Notes</i>		<i>Card</i>	<i>Call</i>

<i>Name / Notes</i>	<i>Card</i>	<i>Call</i>
Don't forget to thank your family for their support, patience and assistance! Thank your Good Godly Girlfriends who prayed with you ~ or lent you their carafes and serving dishes!		



SNACKS

<i>Date</i>	<i>Healthy</i>	<i>Guilty</i>

Visit www.howtoloveyourneighbor.com/freebies to download a pretty, printable Snack List to pass around to your Guests.
Transfer the information here so you can easily remind your Guests when it's their turn to bring a snack.

KIDS *Cafe*

If your guests have children, consider hosting a Kids Café. Have a childcare provider watch the children in another part of the home; have a snack for the kids, activities and perhaps even their own lesson!

Date	Kids Café Snack Sign Up

CHILDCARE PROVIDERS

Name: _____

Phone: _____

Notes/Availability: _____

Name: _____

Phone: _____

Notes/Availability: _____

Name: _____

Phone: _____

Notes/Availability: _____

BIBLE STUDY

Selections



After you've become acquainted with your Guests using the Espresso Mini-Magazine, decide on a Bible study to do together. Use this space to keep track of studies of interest.

Visit your local Christian retailer for ideas and suggestions. They already know your neighbors, and they're accustomed to serving people from a wide variety of church backgrounds. You can also visit www.howtoloveyourneighbor.com for recommendations.

TITLE: _____

Author: _____ Format: ☐ Book ☐ DVD ☐ Online

Length of each session: _____ Length of entire study: _____

Homework? ☐ Yes ☐ No Workbook? ☐ Yes ☐ No Cost: \$ _____

Subject: _____

Pros: _____

Cons: _____

TITLE: _____

Author: _____ Format: ☐ Book ☐ DVD ☐ Online

Length of each session: _____ Length of entire study: _____

Homework? ☐ Yes ☐ No Workbook? ☐ Yes ☐ No Cost: \$ _____

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Pros: _____

Cons: _____

TITLE: _____

Author: _____ Format: ☐ Book ☐ DVD ☐ Online

Length of each session: _____ Length of entire study: _____

Homework? ☐ Yes ☐ No Workbook? ☐ Yes ☐ No Cost: \$ _____

Subject: _____

Pros: _____

Cons: _____

Facebook GROUP

Your goal is to foster real-life relationships, but you can use online social networks to enhance them. Creating a closed Facebook Group allows your Guests to connect in a private, secure online community. This is a convenient way to share reminders about meeting times and snack sign ups, gather RSVP's for childcare, give updates on prayer needs and praises, and talk about the Bible study.



Create your own closed Facebook group following the instructions at www.facebook.com/help/groups.

FREQUENTLY ASKED QUESTIONS

Is the Group private?

Yes. Only approved Members can see the posts. You approve each member personally.

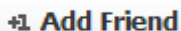
What can non-Members see about my Group?

Anyone can see that your Group exists, see who is a Member of the Group, and read a Description you provide—but only members can see the posts.

How do I add members?

To add members to the Group:

1. Go to the Group
2. Click "+ Add Friends to Group" in the right column



3. Add your friends' names

What if I'm not Facebook friends with my Guests?

If you're not Facebook friends with someone, they can still request to join your Group. You can also invite them by email.

How do I share with my Café Group?

Use the sharing tool at the top of the Group to post an update, a photo or video, or a question with your Group. If you'd like, you can tag other members of the Group in your post. This is useful for prayer requests and reminders about Snacks.

How can I see the Group?

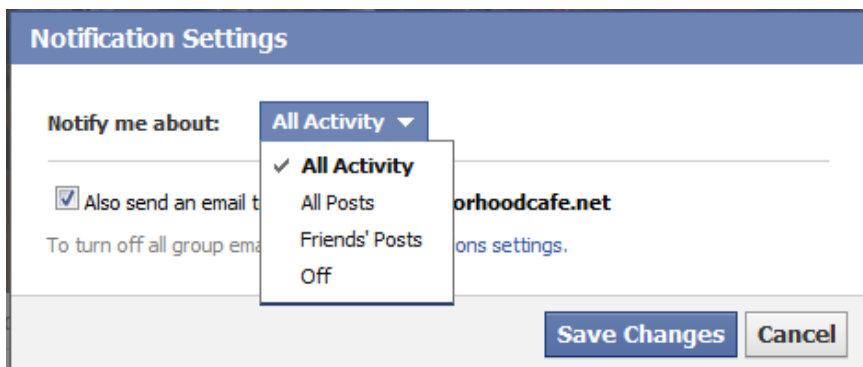
Group posts appear on the News Feed of approved members. You can also see Group posts by clicking the Group on the left side of your Facebook Home page.

What can Members do?

Group members can write posts, leave comments, add photos and videos, ask questions, create events, and add documents. This is a safe, secure, convenient way to stay in touch between Cafés!

How will I know when Members make posts or comments?

To change notification settings for your Café Group, go to the Group and click the Notifications button at the top right of the page. For more advanced notification settings, select Settings from this menu. As the Hostess, it is recommended that you receive an email for All Activity.



The screenshot shows the 'Notification Settings' interface for a Facebook group. At the top is a blue header with the text 'Notification Settings'. Below this, on the left, is the label 'Notify me about:'. To its right is a dropdown menu currently set to 'All Activity'. A dropdown menu is open, showing four options: 'All Activity' (with a checkmark), 'All Posts', 'Friends' Posts', and 'Off'. Below the 'Notify me about:' label is a checkbox labeled 'Also send an email to' which is checked. Below that is a link that says 'To turn off all group email notifications, go to your notification settings.' On the right side of the form, the text 'neighborhoodcafe.net' is visible. At the bottom right of the form are two buttons: 'Save Changes' and 'Cancel'.

COMMUNITY *Service*

Women want to make a difference. Record community service project ideas your Café can do together, as well as specific needs you can meet in your neighborhood.

PROJECT/NEED: _____

Contact Name: _____

Contact Phone: _____

Notes: _____

PROJECT/NEED: _____

Contact Name: _____

Contact Phone: _____

Notes: _____

PROJECT/NEED: _____

Contact Name: _____

Contact Phone: _____

Notes: _____

Café Follow Up

Spend a few minutes after your last guest leaves to recap your Café. You won't regret doing it now, but you *will* forget if you do it later.

- ☐ Update your Facebook Group with new Prayer Requests & Praises
- ☐ Update your Master Guest List with attendance
- ☐ Jot a card or email to Guests who need special encouragement
- ☐ Call or write Guests who were absent
- ☐ Send a Snack Sign Up reminder

Notes for your next Neighborhood Café:

Hostess HINTS



Ladies, you are the heart of the Neighborhood Café. You've already opened your home and your heart, and now I ask that you open your pretty little head and tell me your thoughts about neighborhood ministry. Please take a moment to email me your feedback about your Neighborhood Café experience —

- ☐ What was harder than you thought?
- ☐ What was easier than you imagined?
- ☐ What Neighborhood Café tool did you find most useful?
- ☐ What else could we provide that would make neighborhood ministry easier for you?
- ☐ When did you get most discouraged?
- ☐ Tell us about a new friendship you made.
- ☐ What Bible Study did you choose? Please provide the name, author, format and a brief review of the study.
- ☐ Based on your experience, would you recommend to a friend that she should start a Neighborhood Café?

We love hearing from you! Please don't ever hesitate to call at any time for help, prayer or a gentle nudge. We treasure your suggestions and ideas!

WWW.HOWTOLOVEYOURNEIGHBOR.COM



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*Feed the hungry,
and help those in trouble.*

*Then your light will shine out from the darkness,
and the darkness around you will be as bright as
noon.*

*The LORD will guide you continually,
giving you water when you are dry
and restoring your strength.*

*You will be like a well-watered garden,
like an ever-flowing spring.*

*Some of you will rebuild the deserted ruins of your
cities.*

*Then you will be known as a builder of walls
and a restorer of homes.*

Isaiah 58: 10-12 NLT



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