Where We've Been • Where We Are • Where We're Going — Together

RJOB Town Halls 2026

World Cafe Table Host Guide

All events will be 6-8 PM

RJOB Town Halls 2026

Jan 26

East County

In person at Grace Bible Fellowship in Antioch

Feb 12

West County

In person at RYSE in Richmond

Feb 19

Virtual

Provides a virtual option for people across the county that were not able to attend the inperson

Light refreshments provided (in person)
Interpretation available (all events)

Purpose of This Guide

This guide will help you confidently facilitate your World Café breakout group so that participants feel welcomed, heard, and engaged. You do not need to be an expert—your role is simply to create a warm, inclusive space and help the conversation flow.

What is a World Café?

The World Café is a community dialogue process designed to tap into collective wisdom. Participants rotate between tables, exploring different topics through rounds of conversation. Each table has a host who welcomes new participants, guides the discussion, and helps capture the insights ("harvest") shared.

What is a World Café?

Key Elements

- Conversations are collaborative, not debates.
- We build on one another's ideas.
- Each round adds layers, connections, and new insights.
- The Host stays at the table while participants rotate.

What is a World Café?

Breakout Session Will Focus On:

- Data
- Diversion
- Community Engagement

Each subcommittee will provide specific prompts for each round (to be added once finalized).

World Café Session Opener (5 min)

Provides the quick introduction, instructions, and agreements needed to launch the World Café rounds.

You can use this script for guidance

- Alright everyone, we're now moving into our World Café breakout session. Thank you for being here and for bringing your voice into this space.
- The World Café is a simple community dialogue process. You'll have small-group conversations at three tables: Data, Diversion, and Community Engagement. Each table has a host who will welcome you, share a prompt, and help guide the discussion.
- You'll stay at a table for one round of conversation, and then we'll ask you to rotate so ideas can mix across groups. Hosts will remain in place to help connect what different groups share.
- Your role is to speak from your experience, listen to each other, and stay curious. There are no right answers—your lived wisdom is what we're here to learn from. Please share the air, hold stories with care, and build on one another's ideas.
- At the end of each round, your host will gather 1–2 key insights to share during our full group harvest.
- With that, please choose your first table—Data, Diversion, or Community Engagement—and your table host will get you started.

Table Host Role

You are the steady presence at your table.

- Create a welcoming environment.
- Review the café guidelines and agreements.

- Introduce the topic and prompt for each round.
- Keep time and ensure balanced participation.

- Capture key ideas shared at your table.
- Share a brief report-out during the full-group “harvest”.

Table Host Role

Welcoming the Table

As each new group arrives, warmly welcome them. You can use language like:

"Welcome! My name is ___. Thanks for joining this table. In this round we'll be exploring the topic of ___ as part of our World Café. Our goal is to surface ideas, lived experiences, and community wisdom to guide RJOB's work. There are no wrong answers—your perspective matters."

Then briefly explain the flow:

- The round will last about 15–20 minutes.
- Everyone is encouraged to speak, but listening is just as important.
- You'll introduce a prompt for their conversation.
- They will rotate to another table at the end of the round.

Table Host Role

Café Guidelines

Go over at the start of each round • Feel free to paraphrase

World Café Agreements

- Speak from your experience – use "I" statements.
- Listen to understand, not to respond.
- Honor time and space – share the air.
- Be curious – lean into possibility and creativity.
- Connect ideas – notice themes, patterns, and questions.
- Capture key insights – jot down big ideas or phrases.
- Respect confidentiality – hold stories with care.
- Have grace – this is community work, not perfection.

Table Host Role

World Café Round 1 (15 min)

Community Engagement

PROMPT

Data

PROMPT

Diversion

PROMPT

Table Host Role

World Café Round 2 (15 min)

Community Engagement

PROMPT

Data

PROMPT

Diversion

PROMPT

Table Host Role

World Café Round 3 (15 min)

Community Engagement

PROMPT

Data

PROMPT

Diversion

PROMPT

Sharing the Wisdom (10 min)

Large group share out

Session Closer

After last rotaion

- Welcome everyone back to the full group

Sample language: Alright everyone, we're going to bring our final round to a close. Thank you for the rich conversations and for sharing your experiences, insights, and questions with such care.

- Ask each Group/Table Host to share: "What are 1–2 key insights, themes, or questions we want to lift up from this conversation?"

- Close World Cafe and let participants know next steps

Sample language: The key themes that came up tonight will directly support RJOB subcommittees as we continue shaping recommendations and community-driven solutions.

Town Hall Closing

You can use this script for guidance

- Thank you all for showing up and sharing your voice tonight. What you offered will directly guide the next steps of RJOB's work.
- Before we leave, let's take one grounding breath together—in…and out. Hold one word you're carrying with you from tonight.
- We appreciate you. Please travel safely, stay connected, and we hope to see you at future RJOB gatherings.