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Meeting Preparation Worksheet

This worksheet will help you plan your first few meetings.

People: Who is coming? Why are they coming? What special needs does each person have? What are their prayer concerns? Have you prayed for your group?

Arrangements: What needs to be done to prepare for the time together? What arrangements need to be made about the room, seating, Bibles, refreshments, child care, materials, etc.? Who is in charge of these arrangements?

Relationships: How will you help people to feel cared for and caring? What will you do to help build positive relationships among the members of the group? (Ice-Breakers, introductions, checking-in, name tags, Heart-Warmers, etc.).

Study / Task: What steps will you follow to accomplish the task or complete the study? List the questions you will use and estimate the time for each one.

Prayer: What are your goals for the prayer time? How much time? What kind of prayer? Who will pray and when?

Time: What time is available and how will you divide it up? Do you have a meeting format? What is your "real" starting time? Your firm closing time? How will you move from each segment of your meeting into the next? Are you attempting too much? Too little? Have you asked anyone to take responsibility for various portions of the meeting?