

Meeting Format Checklist

Use this checklist to determine which activities are included in the small group meeting format.

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| Yes ☐ | No ☐ | 1. Did the meeting begin on time? |
| Yes ☐ | No ☐ | 2. Was the meeting opened with prayer? |
| Yes ☐ | No ☐ | 3. Were visitors and new members made to feel welcome and a part of the group? |
| Yes ☐ | No ☐ | 4. Was an Ice-Breaker used to get the meeting started? |
| Yes ☐ | No ☐ | 5. Was the Ice-Breaker effective? |
| Yes ☐ | No ☐ | 6. Was the room arranged in a way that encouraged group discussion? |
| Yes ☐ | No ☐ | 7. Did the leader seem prepared? |
| Yes ☐ | No ☐ | 8. Was the apprentice leader involved in leading the group in some way? |
| Yes ☐ | No ☐ | 9. Was a Bible passage used as a basis for discussion? |
| Yes ☐ | No ☐ | 10. Did all the members of the group contribute to the discussion? |
| Yes ☐ | No ☐ | 11. Was practical application of the Bible discussion encouraged? |
| Yes ☐ | No ☐ | 12. Did the group discuss who should be invited to the next meeting? |
| Yes ☐ | No ☐ | 13. Did the group discuss its covenant? |
| Yes ☐ | No ☐ | 14. Did the group discuss its ministry project? |
| Yes ☐ | No ☐ | 15. Was anyone attacked, neglected or embarrassed? |
| Yes ☐ | No ☐ | 16. Did the group have a time of praise and worship? |
| Yes ☐ | No ☐ | 17. Was the meeting closed with a time of prayer requests and prayer? |
| Yes ☐ | No ☐ | 18. Was the empty chair mentioned or prayed for? |
| Yes ☐ | No ☐ | 19. Did the prayer time include prayer concerning application of the Bible passage? |
| Yes ☐ | No ☐ | 20. Did the meeting end on time? |
| Yes ☐ | No ☐ | 21. Did the group leader delegate meeting tasks to others? |
| Yes ☐ | No ☐ | 22. Did anyone in the group share a story about his or her relationship with Christ? |
| Yes ☐ | No ☐ | 23. Was there a time of fellowship before or after the meeting? |