

## Planning a Dynamic Meeting

The quality of your meeting will be related to the level of your preparation. So here's a brief guideline for meeting preparation.

Big Idea: What are we trying to do/experience? (What is our P.L.A.N.?)

- What “**Purpose/Point**” is the focus of the meeting? What are we trying to learn or accomplish?
- What “**Logistics**” must be addressed? Location, start time, duration, food, seating, etc.).
- What “**Activities**” will we participate in together? (Study, serving, prayer, sharing, etc.)
- What “**Needs**” are present among group members?

Outcomes:

- Head: What do we want to **learn** while we meet?
- Heart: What do we want to **experience** and feel?
- Hands: What do we want to **do** together?
- Homework: What do we need to **prepare** before the next meeting?

## Meeting Planner and Meeting Preparation Checklist

The Meeting Planner takes you through a process of thinking through the overall purpose of your group.

- Purpose of the Meeting
- Logistics to be managed
- Activities and work to be done
- Needs of members & others

Once you have used the Meeting Preparation Checklist a few times, you will be able to plan a meeting as you think through P.L.A.N. in your head. The Preparation Checklist is fairly self-explanatory. If you have further questions on how to use it or how it applies to your particular kind of group or ministry, consult your coach or ministry leaders.

## MEETING PLANNER

Date_____	Details	Who's Responsible	Time	Comments or Issues
Purpose				
Logistics				
Activities				
Needs				

## SAMPLE MEETING PLANNER

Jan. 11	Details	Who's Responsible	Time	Comments or Issues
<b>Purpose</b> (Head, Heart, Hands, Homework)	To help members understand spiritual gifts and why they are needed	Kim and I will discuss this on the phone		Encourage people to take assessment & GIFTS class; prayer each day for Spirit to empower us; know gifts of others;
<b>Logistics</b>	Meet at Kim's; cake for Kevin's birthday	Cake: Mike and Sandy  Kim: email reminder		Ask everyone to write a note for Kevin
<b>Activities</b>	1. Birthday & Notes 2. Life Story – Mike 3. Bible 1 Cor. 12 4. Prayer – Gifts/Needs 5. End then to Personal Time/updates ** Discuss new Curriculum	1. Kim to lead 2. Mike 3. Me and Kim 4. Kim to lead 5. Me and Kim ** Me- curriculum	7-7:15  7:15-25 7:30-8 8:00-20 8:20-45 8:20	1. Everyone will read their note 3. Determine who handles what questions 4. Focus is on gifts then shift to personal needs & community 5. Check-in with members ** hand out copies of new study guide to prep for next week
<b>Needs</b>	The Harris' still looking for work	Group Prayer		Update this based on prayer time and Personal connections at end of meeting

The planner is a tool to help frame your meeting. Notice, there's a 5-minute gap after 7:25. This little extra space allows you to shift focus, grab a snack, update latecomers, and move into another space (from the Kitchen, for example, into the Living Room). There is a 20-25 minute time at the end built into the meeting format for personal visiting with individual members, side conversations, and having that "meeting after the meeting" that often happens.

This is a framework for planning – not a rigid guideline. Be flexible and responsive.