



WEEKLY PREP CHECKLIST

Meeting date: _____

Use the P.L.A.N. method...

P - Point

What will the meeting accomplish?

- Write out KNOW, FEEL, DO, PLAN statements.
- Fill out meeting agenda.
- other... _____
- _____
- _____

L - Logistics

Is the setting for the meeting prepared?

- Seating
- Distractions eliminated (phones, noise, people)
- Open chair in place
- Temperature
- Lighting
- Refreshments
- Background music during arrival
- Childcare arrangements
- other... _____
- _____
- _____

A - Activities

What will happen during the meeting?

- Icebreaker _____
- Prayer activity _____
- Worship activity _____
- Study & discussion _____

A - Activities (cont'd)

- Social activity _____
- Outreach activity _____
- Mission activity _____
- Skill training _____
- Fun outing _____
- Announcements _____
- other... _____
- _____
- _____

N - Needs

What's happening in the group members' lives?

- Unresolved conflict
- Financial needs
- Tough decision
- Health concerns
- Family issues
- other... _____
- _____
- _____