

# Community Group Planning Sheet

## 1-2 Days Before the Meeting

1. Be sure to be praying for the group members and the group time.
2. Send an email reminding the group of the meeting, noting any special things to prepare for.
3. Talk with leadership team to make sure responsibilities and roles are clear for the meeting.

## Meeting Prep Work

### 1. Goals of the Meeting

How are we going to engage and accomplish the Ethnos mission? Be sure to make clear in your mind each of the goals of the meeting. Think in terms of both content that needs to be grasped, and action that needs to be taken. Think also in terms team- be sure you are not doing everything.

Mission	Content	Action
Love	(e.g.- share burdens, come together for one particular situation someone is going through, plan for a get together, etc.)	(eg- prayer, encouragement circle)
Grow	What's the take away message, in one sentence?	What's the action we want everyone to do as a result?
Serve	What sort of planning or information needs to be relayed?	What needs to happen as we prepare?
Witness	What point do we want to emphasize this week?	Pray for unbelieving friends.

### 2. Meeting Agenda

Be sure the map of your meeting time is set. Have a watch or clock in view during the meeting to keep track of time.

Things to be aware of:

- Vision casting (tell why we are doing what we do)
- Be spiritually prepared for unplanned for items.

#### Sample Flow:

*Opening Prayer (2 min)*

*Announcements- Churchwide, CG specific, etc. (3 min)*

*Review of our purpose as a CG/vision casting (5 min)*

*Showing Love via Prayer (15 min)*

*Growing via Study (45 min)*

*Prayer in Pairs (10 min)*

*Service or Witness update/planning (5 min)*

### Tasks to do in the first 24-48 hours after the meeting

- Call up those who did not show up.
- Send an email out thanking the group for coming, and reminding them of any events during the week.
- Discuss with leadership team next steps for the week ahead.