Women on Mission Meeting Plan Sheet

Group Name _____

Date of Meeting _____ Time _____

Place _____ Attendance Goal _____

Publicity: Who is responsible _____
Note items to include (for example, teasers)

Ways you will publicize this meeting and note deadlines:
- ☐ Flyer from Planner
- ☐ Bulletin
- ☐ Newsletter
- ☐ Social Media

- ☐ Announcements
- ☐ Mail
- ☐ Word of mouth

Child Care: Who is responsible _____
What do we need to publicize about child care?

Meeting Plans:
Are you using . . . Missionary Spotlight _____   Mission Action/Witness _____
Bible Study _____   Prayer _____   Other _____

What materials are needed?

Person Responsible for the overall meeting content: _____
Below list person(s) that need to be enlisted for any specific part of the meeting.
Icebreaker _____
During the Meeting _____
Wrap Up _____

Will there be a take-home piece will you give your members? If so, what and who is responsible?

Prayer Calendar: Who is responsible _____

Mission Action Project: Who is responsible _____

Describe the project.

What do we need to publicize about the project?

Identify the resources needed to accomplish the project.

Mission Support Project: Who is responsible _____

Describe the project.

What do we need to publicize about the project?

Identify the resources needed to accomplish the project.

Decorations: Who is responsible _____

Describe based on the theme/focus:

Refreshments: Who is responsible _____

What will we serve?

Evaluation: For the Women on Mission Facilitator
- ➢ Was attendance what we expected? If not, why not?
- ➢ Did the meeting begin and end on time?
- ➢ Did everyone participate in the mission action project? If not, why not?
- ➢ What worked well?
- ➢ What can we improve?
- ➢ Which new leaders did we identify? How will we mentor the new leaders identified?
- ➢ Which new members did we identify? How will we get them connected to our group?