

# Planning A Small Group Meeting

**1. Have a long-range plan for your group.** It is helpful to use a calendar in order to identify holidays, normal vacation weeks (like Spring Break), and other potential conflicts when planning meeting dates.

Note: Many leaders will plan for 1-2 additional more meeting dates in a semester than required for the curriculum. This allows flexibility in case a meeting has to be cancelled due to weather or attendance. If extra weeks are not needed for the study, they can be used for a “wrap-up” session, social gathering, or group service project.

**2. Make sure you communicate where and when your next meeting is.** Also remind them of the lesson and prep necessary. Consider making a list early and distributing to everyone in the group. Feel free to ask others to host during different weeks.

**3. Have a general plan for your time together.** If you have a meal, make sure you leave enough time to engage the discussion and lesson. Always end on the promised time.

**4. Make sure you leave time available for group prayer.**

**5. Before everyone arrives, spend a few minutes in prayer** for your time together and your leadership efforts. Pray for authenticity and life change. Pray for the Spirit’s work and activity.

## **GENERIC MEETING PLANNER**

**TIME:**

**ACTIVITY:**

- |                |                                  |
|----------------|----------------------------------|
| <b>15 min.</b> | <b>Gather and Greet</b>          |
| <b>15 min.</b> | <b>Fellowship and Snack Time</b> |
| <b>60 min.</b> | <b>Lesson/Discussion</b>         |
| <b>15 min.</b> | <b>Group Prayer</b>              |
| <b>15 min.</b> | <b>Fellowship and Dismissal</b>  |