

# Youth Meeting Planning Worksheet

## General Details

Date: \_\_\_\_\_

Topic/Theme: \_\_\_\_\_

Goal/Purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supplies Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Outline of the Meeting

Environment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **1. Preparation**

*Preparatory step for the meeting. How will the meeting begin? Here is a great time to incorporate different types of "calculated disengagement" that will disengage them from the environment they came from and help them to engage in the present moment before diving into the meeting.*

**Meal/Snack (if applicable):** \_\_\_\_\_

\_\_\_\_\_

**Game/Icebreaker/Activity:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Any Video or Skit (if applicable):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Opening Prayer:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. Proclamation**

*The proclamation is a key word, sentence, phrase, quote, or Scripture verse that sums up the message for the session. This should be short, easy to remember, and something that is repeated throughout any teaching and the meeting as a whole.*

**Proclamation:** \_\_\_\_\_

\_\_\_\_\_

**3. Explanation**

*The explanation is the main teaching part of the night. Many times, the explanation is done as a short talk or teaching. It can also be done as a personal witness or testimony or a hands on activity.*

**How will the Explanation be delivered? (Include main teaching points)**

**Talk** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal Witness:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Video:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Activity:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Other:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Application**

*The Application is the step in which the topic of the meeting is processed and applied. This can be done through small group discussion, service activities, or prayer experiences.*

**Small Group Activity/Discussion Questions:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Application Activity:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Prayer Experience:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5. Celebration**

*The Celebration is the last step of the meeting that wraps up the meeting and closes it with prayer. This can be done in a number of ways and can be long or short.*

**Activity:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Closing Points to Wrap up the Meeting:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Closing Prayer:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Roles and Responsibilities**

**Who is in charge of:**

**Bringing what supplies:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Preparing Meal or Snack:** \_\_\_\_\_

**Environment set-up:** \_\_\_\_\_

**Leading Opening Activity/Icebreaker:** \_\_\_\_\_

**Leading Opening Prayer:** \_\_\_\_\_

**Giving Talk:** \_\_\_\_\_

**Giving Personal Witness:** \_\_\_\_\_

**Small Group Leaders:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Leading Closing Prayer:** \_\_\_\_\_

**Emcee for the Meeting:** \_\_\_\_\_

**After the Meeting**

**What worked well:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**What needed to be Improved:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_