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:**

   **Talk**

   **Personal Witness:**

   **Talk**

   **Personal Witness:**
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: ________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________