

# Life Group Project Planner



There should be a minimum of three outreach projects per year completed by each group apart from our Celebration Sunday outreach. It is suggested that the group begin to plan for their projects by the fourth week of the current semester. The ideal time to serve in those projects would be the last three – four weeks of the current semester. This planner can be used for neighbor to neighbor or home mission projects.

The goal of this document is to:

- Document the need(s) identified by your group within your community
- Plan a response to meet that need as well as while sharing the gospel of Jesus Christ
- To assist the group in evaluating the effectiveness of your work in meeting those needs

How the tool is used

1. During the work portion of the group meeting, use the form to help guide the group in planning and preparing to serve
2. Review with your Spiritual Coach during your one-on-one or a group huddle
3. Provide your spiritual coach with the information or a copy upon completion

Planner Sections

- **Observed Need** Need(s) identified within the group in the community or an opportunity for service within a community
- **Project Summary** Summary of the service that the group will provide in order to meet the need identified
- **Ministry Location** The intended location and community the group will serve
- **Ministry Frequency** Check one box indicating how often the group will perform this ministry. This particular service will be performed one time or ongoing. Also provide any other descriptive information on time. IE: monthly, bi-weekly
- **Ministry Source** Check one box indicating where the idea came from:  
Group idea – our group came up with this;

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Ambassadors for Christ (AFC) home missions packet;  
Ways to Serve (W2S) small group packet;  
Macedonia B.C. connection event or service;  
Group collaboration – serving with another group who initiated a project;

- **Initiate Date** When we will start to praying for and brain storm ideas for ministry
- **Plan Date** The date(s) we will plan, make assignments and prepare for ministry. A task list is located on the back of the form.
- **Ministry Goals** List the what you would like to accomplish during this service effort
- **Serve Date** The date we intend to perform our act(s) of service at the designated location
- **Report Date** The date we reported the approximate number of people served and anyone who received salvation. Also, if you have pictures or video of the event that would be available, please let us know
- **Evaluate Date** The date the group documented their evaluation of the service provided and whether or not the goals were reached and how to do it.
- **Prep Notes** A place to jot down some quick notes related to the project
- **Task List** Organize who is responsible for what action item on the task list
- **Group Evaluation** Document the success or failure and how to make the experience better in the future

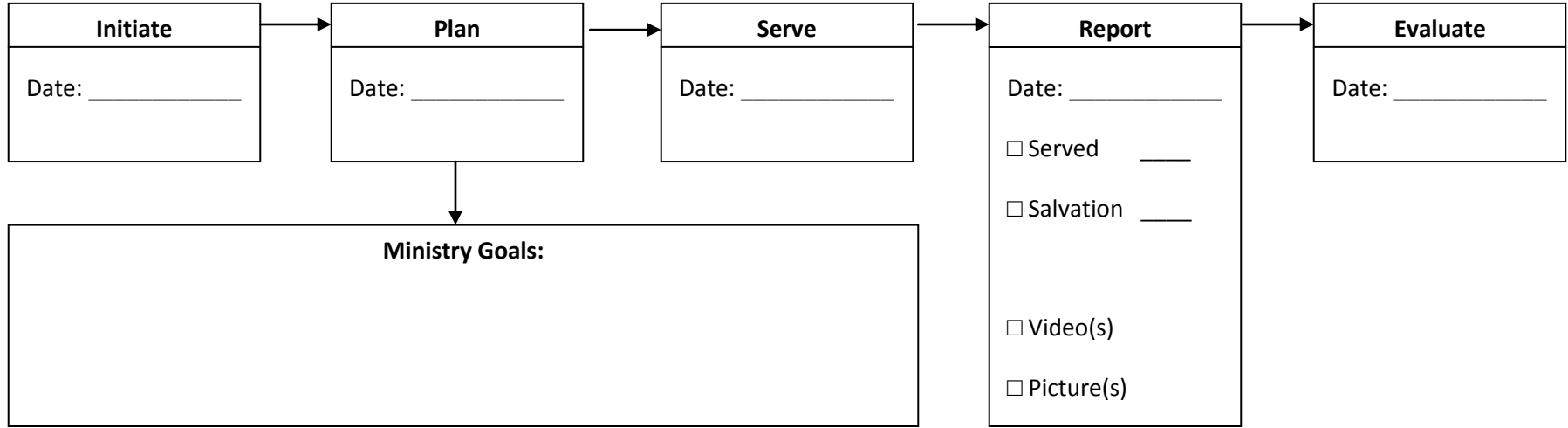
# Life Group Project Planner

Observed Need:

Project Summary:

|                    |   |
|--------------------|---|
| Ministry Location  |   |
|                    |   |
| Ministry Frequency | <input type="checkbox"/> One time <input type="checkbox"/> Ongoing  |
| Ministry Source    | <input type="checkbox"/> Group Idea <input type="checkbox"/> AFC Packet<br><input type="checkbox"/> W2S Packet <input type="checkbox"/> MBC Event<br><input type="checkbox"/> Group Collaboration |
| Life Group Name    |   |
| Contact Name       |   |
| Coach Name         |   |

## Visual Project Timeline



# Life Group Project Planner

| Task List   |             | Group Evaluation |
|-------------|-------------|------------------|
| Responsible | Description |                  |
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