



Planning Tips

Planning will help in organizing projects and having interesting presentations that result in making missions exciting for the women in your church. Here are a few tips to help you.

- **Subscribe** to *Women on Mission Leader* for presentation ideas, activity sheets, posters, and step-by-step suggestions for using the articles in *Missions Mosaic* each month.
- **Work ahead.** Don't wait until the week of your meeting to start planning!
- **Read the feature article you wish to focus on.** The annual *Missions Leader: WMU Planning Guide* contains an overview of each month's Bible study, prayer, and missionary topic in *Missions Mosaic*. Use this planning guide to help you think about the information, supplies, and personnel you will need.
- **Determine the format of your gathering.** Vary your presentations of missions information—interviews, role-playing, storytelling narratives, panel discussions, etc. Don't fall into the habit of always doing the same thing!
- **Decide on how you will “set the missions scene.”** Obviously, a monthly Bible study requires less setup than a missionary spotlight presentation. Nothing is less interesting, however, than chairs always arranged the same way and an agenda identical to the previous month! Plan in advance so you have time to gather props, make copies of activity sheets, choose videos, etc.
- **Enlist others to help with the missions information.** Be specific about what you want them to do. Give them the information they'll need to role-play, tell a story, or lead a discussion. Give your speakers a timeframe, and stress the importance of staying within it.
- **Enlist teams to help with gathering details.** Arrange for food (There *must* be food!), promotion, someone to lead the Prayer Calendar, set-up help, etc.

- **Write an agenda.** If you aren't in charge of the gathering itself and are only giving the missions portion, work with the person in charge to develop an order for business, prayer, missions presentation, ministry projects, etc. Assign time to each agenda item so everyone's time is respected. This means no 45-minute-long business sessions!
- **Evaluate after each gathering.** Did the set-up go smoothly? Were the presenters prepared? How could you help them better share the missions information? What do you *never* want to do again? Did you allow enough time to cover the topic? Was the information presented in a creative way? What did you forget to do?

Taking the time to follow this list of tips will give you confidence that you are motivating group members to engage personally in missions. WMU's wonderful, thoughtfully written materials are designed to help you create exciting missions experiences for adults!