



Checklist for Planning a Women on Mission Meeting

Use this checklist to make sure you are covering the basics as you plan for your Women on Mission meeting.

- Review the monthly meeting plan in *Women on Mission Leader*. Take time to read through each section, and locate the articles in *Missions Mosaic*.
- Review the Publicity, Prayer Calendar, and Mission Action Ideas in the front of your copy of *Women on Mission Leader*. Determine how to use and prepare the suggestions.
- Create a supply list for these elements. Make notes in the column of the monthly meeting plan as a reminder about these elements.
- Read through the suggested articles in *Missions Mosaic*. Make sure you are familiar with each story.
- If desired, secure volunteers to lead sections of the meeting. Make sure each volunteer has access to *Missions Mosaic* and *Women on Mission Leader* in plenty of time to prepare for your meeting.
- Determine any needed supplies, and prepare them.
- Make copies of this month's handouts and activity pages in *Women on Mission Leader*.
- Set up activities in your meeting space.
- Pray for each individual who is part of your group and for your time together.