

Mom Heart Ministry

GROUP PLANNING FORMS

There is no one way to plan for a group meeting. Some moms can do it all in their heads on the go, others do it all ahead of time on paper. Sides can be taken on the matter, but neither way is right or wrong. Our observation is that individual planning style is mostly a matter of personality type and preference, tempered by past training and experience. Whatever your planning style may be, though, the familiar axiom will always be true: If you fail to plan, you plan to fail. You should be careful not to under-plan or to over-plan, but you should always be committed to adequately plan.

The Mom Heart group planning forms that we provide are resources you can use if they will be helpful. The forms shown in this book are full sized (8.5"x11") PDFs which can be printed as needed. As the movement and the MomHeart.com website grows, you may find other helpful forms there as well. If you happen to enjoy creating a well-designed form, then generate a PDF of your creation and email it to us and we'll consider adding it to the collection online. The Mom Heart group planning forms currently available include:

- **Mom Heart Ministry Action Plan (MAP)** — This two-page form will guide you through the process of identifying the purpose for your group, and determining what will be needed or required of you in order to start, lead, and tend your group successfully.
- **Mom Heart Group Planning Sheet (GPS)** — This two-page form provides a quick and easy way to plan your Mom Heart group meetings or other events. It will help you to insure that everything needed for a good meeting is taken care of or delegated.
- **Mom Heart Group Lesson Planner (GLP)** — This two-page form will walk you through creating your own Mom Heart group HEART lesson plan. It will help you to create a clear roadmap for leading your group in a meaningful Bible study and discussion.
- **Mom Heart Group Member Info Sheet (MIS)** — This one-page form will help you keep track of each of your Mom Heart group members with contact information, family details, important dates, interests and involvements, special needs, and hobbies.

Mom Heart Ministry Action Plan (MAP)

Prepared by:

Date:

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— PRAY —

— PURPOSE —

Vision — Why do you want to lead a Mom Heart group?
Purpose Statement — Why will your group meet?

— PLAN —

Who will participate?
What will you study?
When will you meet?
Where will you meet?
How will you manage the group?
How many do you anticipate?

Mom Heart Group Planning Sheet (GPS)

Day & Date:

Begin & End:

Page 1

— DETAILS —

Name of Group:
Group Meeting Times:
Current Book/Study:

— CONTACTS —

Location:	Arrive by:
Directions:	
Hostess:	
Phone:	Email:
Helper:	
Phone:	Email:

— PLANNING —

Refreshments	
Materials	
Hospitality	
Child Care	
Lesson	

Mom Heart Group Member Info Sheet

Name:	Nickname:
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— CONTACT INFO —

Home Address:	
Home Phone:	Message OK: Y N ?
Mobile Phone:	Text/VM OK: Y N ?
Work Phone:	Call OK: Y N ?
Work Address:	
Personal Email:	

— FAMILY INFO —

Name	Birthday	Age
Spouse:		
Child:		

— PROFILE INFO —

Birthday:	Anniversary:
Church:	Ministry:
Preferred Bible Versions:	
Spiritual Gift(s):	
Hobbies:	
Activities:	
Family Occupation(s):	
Fav Stores:	
Fav Eateries:	
Fav Foods:	
Fav Beverages:	
Fav Music/Artists:	
Fav Books/Authors:	
Fav Movies/Actors:	
Other:	