



## COACHING MEETING PLANNING GUIDE

Scheduling regular meetings and check-ins with your leaders is essential to helping them lead effectively and build disciple-making groups, as well as providing proper shepherding and care. This planning guide can be a helpful tool for you to plan and lead effective meetings with your leaders.

### **PREPARATION: Things to do BEFORE you meet with your leader**

- Review
  - Look over your notes from past meetings.
  - Refresh your memory regarding the leader's family and current life circumstances.
  - What's the current group status? Members, issues/challenges, win stories, last social gathering and/or serve event, current curriculum, host, apprentice, potential branch, etc.
  - How's the leader doing? Leadership challenges, needs, wins.
  - How's your relationship with this leader? Your part, their part, God's part.
- Plan
  - What are three key things you need to focus on for this meeting?
  - Are there things you need to plan or accomplish together?
  - Is there anything you need to communicate from the church?
- Pray
  - Review past prayer requests.
  - Pray for the leader, group and members.
  - Pray for your time together and for what God wants to accomplish.
  - Pray for your personal relationship with this leader.
- Remind
  - Send a quick text reminder to your leader about the meeting. Let them know you're looking forward to connecting with them.

## **KEY MEETING TALKING POINTS: Things to cover DURING your meeting**

- Personal care and accountability:
  - Physical, mental, emotional, spiritual
  - Family, relationships, work, finances, play (fun/recreation, etc.)
  - Other personal concerns, issues and/or wins
- Coach - Leader relationship: Anything to work on? (**Be sure to be real and transparent with your leader about your own life and leadership.**)
- Leadership issues, concerns, needs, wins
- Group health and needs:
  - Members - shepherding/care, dynamics, attendance, issues
  - Relational environment - challenges, wins
  - Discipleship - spiritual growth, issues, challenges, wins
  - Sending - missional perspective, challenges, win stories
  - Curriculum choices, challenges, special series
  - Group meeting schedule/rhythm, social gathers, serve projects
  - Host, apprentice, branching
- Group Member Discipleship Plan (Group Leaders should update these at least annually for every member of their group)
- Administration - scheduling, attendance, roster issues, needs, concerns, wins
- Coach updates/info - what do you need to convey?
- Last thoughts - anything else you or the leader wanted to cover?
- Encouragement - be sure to lift up the arms of your leader during the meeting.

## **ACTION ITEMS**

- Coach action items and due dates
- Leader action items and due dates

## **NEXT MEETING**

- Schedule your next meeting

## **PRAY**

- Spend time praying together

***Send action items and the details of your next meeting to your leader. Communicate any areas of concern to your staff ministry leader. Thanks for being a GREAT coach!!!***