

Serve Project Form

Please use the form to capture all the details about your serve project. This will be helpful in planning your project and once you're done, it will help other groups plan and execute future serve projects. This is a fillable form. Click on any of the boxes to fill in digitally. Boxes will expand as you continue typing. After you complete your serve project, please send a copy of this form to _____ so we can upload it to ECC's website - Serve Project Library, for other groups to use. Thank you!

Group leader names:

Group leader contact info: Phone or email

Project Title: *Example: Senior Living Community - Resident Connect*

Project Purpose: *Example: Connect with residents, staff and visitors. Help them feel loved and valued. Point them to Jesus and the church.*

Place:

Date/Time:

Project Description: **Briefly describe your project.**

Example: Our small group will spend two hours at a local senior living community. We plan to do several activities in various locations such as singing/music, reading to residents, manicures, simple games - cornhole, cleaning eye glasses, etc. In the process, we want to make meaningful connections with residents, staff and visitors - learning about them, listening to their stories, showing them the love of Jesus, connecting/reconnecting them to God and the church.

Serving Roles: List the various serving roles needed for the project - assign someone from your group to each role.

Project Planning Details/Info: Make a detailed list of the things needed to accomplish the project.

Important Dates: List all the important dates - planning meetings, shopping/supply trips, prayer meetings, pre-serve team huddle (week or day before), day-of huddle before the project, post-serve celebration, debrief/future planning huddle (do this separate from the celebration event)

Post Project Notes: Make notes at your debrief meeting - what was right, wrong, missing, confused. This will help you (and other groups) improve this project for the next time.