



Planning Checklist

Prior to your community service, you want to be able to answer the following questions. Being able to answer each question will ensure that you are well organized and prepared for service. The more information you know up front, the more you can focus on service and relationships once you arrive at your ministry location.

1. Where will you be serving?
2. What time are you meeting?
3. Where are you meeting? At the service site, at your CG home, at the 930?
4. Do you have directions to the ministry site?
5. How long will you be there?
6. What will you be doing at the ministry site?
7. How many volunteers are needed? Do they need any specific skills or training?
8. What equipment or materials do you need? Who is bringing them?
9. How should you dress?
10. Is the service opportunity appropriate for children? If not, are you providing childcare?
11. Do volunteers need a release form from the ministry site/agency?
12. Who is your contact person at the ministry site and will he/she be there during your service hours? If not, do you know exactly where to go when you arrive?
13. Are there any safety concerns?
14. Are you prepared to answer basic questions about the organization and importance of your group's service?
15. What do you know about the people you will be serving? Knowing whom you will serve in advance will assist you in establishing a redemptive relationship.

For additional information or assistance, contact mercy@sojournchurch.com