

MEETING NOTES



Why Taking Notes And Tracking Discipleship Appointments Matters

Discipleship is relational and transformational, and intentionality is key. Jotting down notes during your meetings helps you keep track of important details and stay focused on what really matters. It's a great way to capture key takeaways, next steps, and follow-ups so nothing slips through the cracks. Plus, keeping track of these notes lets you see how things are progressing over time and ensures every meeting builds on the last one. It's a simple habit that strengthens connections and makes your discipleship journey even more meaningful.

HOW TO USE THE MEETING NOTES PAGE

Checklist: What To Do Before You Meet

You do not need to physically check these boxes before each meeting, but it is useful to reference back to this checklist to see if you are prepared.

- Pray for Guidance:** Ask God to lead and guide the meeting and prepare the hearts of everyone involved.
- Know Your Meeting Agenda and Main Focus:** Identify which focus area (Pre-Evangelism, Evangelism, Discipleship, Disciplemaking, or Shepherding) aligns with your meeting's purpose.
- Prepare Discussion Points:** Write down specific topics or questions to address during the meeting.
- Review Past Notes:** Check previous meeting notes for unresolved action items or updates to follow up on.
- Set Clear Goals:** Decide what you hope to accomplish by the end of the meeting.

What To Include In The Meeting Agenda:

- **Topics to Cover:** Outline key points of discussion.
- **Scripture Focus:** Include any relevant passages to explore during the meeting.
- **Goals:** Clearly state the intended outcomes for the meeting.
- **Assignments:** Note any tasks or actions for attendees to complete before the next meeting.

How To Use The Main Focus Section:

Use this section to identify the specific areas where your disciple might need personal growth or support, as well as areas where they may need guidance in leading others.

- If the focus is on your personal development, mark it with an **X**.
- If the focus is on equipping a disciple in this focus, mark it with an **XX**.
- If the focus is on helping a disciple equip someone else, mark it with an **XXX**.

This system makes it easy to distinguish between personal growth and leadership training at a glance during reviews.

1. **Pre-Evangelism:** Wrestling with God, Sin, and Death; the need for Repentance.
2. **Evangelism:** Wrestling with the Good News of Salvation that comes through Jesus Christ.
3. **Discipleship:** Wrestling with obedience to all that Christ commands.
4. **Apostleship:** Wrestling with pioneering new locations and meeting new people while living as an ambassador for Christ.
5. **Shepherding:** Wrestling with leading, developing, and caring for disciples through all phases of the process.

Using the Follow-Up Section

Be sure to write down and track follow-up items.

- **Initials:** Write the initials of who is responsible for a follow-up task.
- **Action Items:** Write down specific steps to take or follow-ups needed.
- **Contact Methods:** Note any communication methods or updates (e.g., web forms, emails).
- **Check The Box:** When the task is completed check the box.

"Be sure you know the condition of your flocks, give careful attention to your herds." Proverbs 27:23

MEETING NOTE



MEETING AGENDA :

DATE :

MAIN FOCUS : PRE-EVANGELISM EVANGELISM
..... DISCIPLESHIP APOSTLESHIP SHEPHERDING

ATTENDEES:

NOTES : _____

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FOLLOW UP

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FOLLOW UP

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