

First Meeting Agenda for a New Compassion Ministry Team

A simple guide for gathering people, praying together, listening well, and choosing the first faithful step

Purpose of This Resource

This agenda is designed for churches, nonprofits, small groups, ministry leaders, volunteers, and community partners who are exploring the possibility of beginning a compassion ministry. It can be used for ministries serving men, women, children, families, senior adults, people in poverty, people in recovery, returning citizens, families in crisis, neighbors needing food or basic resources, people needing mentoring, or anyone in need of practical help and gospel-centered care.

The first meeting does not need to answer every question. Its purpose is to gather the right people, pray, listen, name the need, and decide one wise next step. Strong compassion ministries often begin small, with humility, clarity, and prayerful dependence on God.

Before the Meeting

- [] Pray for wisdom, unity, humility, and clear direction.
- [] Invite a small group of people who care about the need and can listen well.
- [] Include people with different perspectives if possible, such as church leaders, volunteers, community workers, educators, recovery leaders, social service partners, or people with lived experience.
- [] Bring any notes from conversations with community leaders or people already serving in this area.
- [] Prepare to listen more than you talk.
- [] Decide who will guide the meeting, take notes, and lead prayer.

Meeting Details

Ministry idea or possible name: _____	Date: _____
Meeting location: _____	Meeting facilitator: _____
Note taker: _____	Expected meeting length: _____

People Present

Suggested Meeting Length
Plan for 60 to 75 minutes. If the group is large or the need is complex, it is better to schedule a second meeting than to rush into decisions before people have listened well.

Opening Prayer

Begin by asking God to guide the conversation, reveal the real needs, guard against pride or assumption, and help the group serve with compassion, wisdom, truth, and love.

Prayer focus for this meeting:

Sample 60-Minute Agenda

Time	Agenda Item	Purpose	Notes / Decisions
5 min	Welcome and Opening Prayer	Set a humble and prayerful tone. Ask God for wisdom and unity.	_____
10 min	Share the Burden or Calling	Allow the person who initiated the conversation to explain the need or burden briefly.	_____
10 min	Name the People You Feel Called to Serve	Clarify whether the ministry may serve men, women, families, children, senior adults, people in recovery, people reentering society, people in poverty, or another group.	_____
10 min	Discuss What Is Already Being Done	Identify churches, agencies, nonprofits, schools, or ministries already serving in this area.	_____
10 min	Identify Gaps and Barriers	Discuss unmet needs such as transportation, food, mentoring, job readiness, childcare, recovery support, education, housing, trust, safety, or spiritual care.	_____
10 min	Choose One Small Next Step	Do not try to build the whole ministry today. Choose one wise action to take before the next meeting.	_____
5 min	Assign Follow-Up and Pray	Assign responsibilities, set the next meeting date, and close in prayer.	_____

Conversation Questions

Use these questions to help the group listen, discuss, and avoid rushing into activity before understanding the need. You do not have to answer every question in the first meeting.

1. What need has God placed before us?

2. Who are we most burdened to serve?

3. What do we know, and what are we assuming?

4. Who is already serving this group well?

5. What barriers might keep people from receiving help?

6. What would a small, wise beginning look like?

Decisions From the First Meeting

Decision Area	What We Decided Today
Who we feel called to serve first	
The need we will explore first	
One small beginning step	
Who else should be invited to the next conversation	
What we need to learn before moving forward	
Next meeting date and location	

Possible First Steps

- ☐ Schedule listening conversations with pastors, community leaders, school counselors, nonprofit leaders, law enforcement, recovery leaders, or social service partners.
- ☐ Visit or interview another ministry that serves a similar population.
- ☐ Create a prayer team before creating a program.
- ☐ Complete a community needs assessment worksheet.
- ☐ Host a one-time pilot event, class, meal, listening session, resource distribution, or prayer gathering.
- ☐ Identify a safe location and basic volunteer needs.
- ☐ Begin writing simple boundaries, safety guidelines, and volunteer expectations.
- ☐ Gather a small planning team for a second meeting.

Action Steps Before the Next Meeting

Action Step	Person Responsible	Due Date	Follow-Up Notes

Closing Prayer Guide

- [] Pray for the people who may one day be served through this ministry.
- [] Pray for wisdom to see real needs clearly.
- [] Pray for unity among the planning team.
- [] Pray for the right volunteers and partners.
- [] Pray for protection from rushing, rescuing, pride, fear, or discouragement.
- [] Pray that the ministry will point people to hope, dignity, practical help, and the love of Christ.

Final Encouragement

You do not have to build the entire ministry in the first meeting. Begin with prayer, honest listening, wise questions, and one faithful next step. Compassion ministry grows best when it is rooted in love, guided by truth, protected by boundaries, and strengthened by people who are willing to serve together.