MPD PLANNING WORKSHEET

*“A goal without a plan is just a wish.”*

-Antoine de Saint-Exupery

Ministry Partner Name(s):

PREPARATION

Partner’s Life

What do I know about the partner’s life, family, job, spiritual life, prayer requests?

MEETING

* What is the goal for this meeting? What am I praying will happen?
* Which 2-3 questions do I need to ask to help move the relationship forward?
* Ministry stories or statistics to share with partner:
* What cross-cultural situation do I need to be prepared for?
* Any objections I might anticipate?

PREPARATION CHECK LIST

1. Have I confirmed the appointment within 24 hours?
2. What is the appropriate dress code for this meeting?
3. Have I reviewed my notes from the last appointment or any research I prepared?
4. Have I prayed for this partner and the appointment?
5. When will I document my appointment notes in Donor Elf?

VIRTUAL APPOINTMENT TIPS

* Sit at a desk instead of on your bed
* Make sure you have good lighting so partners can see you
* Upgrade your Wi-Fi and expense it if need be
* Do a practice run with a trusted friend

POTENTIAL QUESTIONS TO ASK

* Tell me about your faith life in your 20s, whether in InterVarsity or another group. How did you grow and change? What challenges did you face?
* Where do you most like to spend your time volunteering?
* What has been most meaningful about your faith journey in the last 2-3 years?

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PLAN THE CONVERSATION:

\*\*Decide ahead of time who is doing what parts of the conversation when two staff are visiting a partner.

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| --- | --- |
| TOPIC | WHO |
| Small talk, focused on partner’s life | Partner |
| Transition to meeting purpose and confirm how much time the partner has to meet.   * *“Pat it has been great catching up and thanks again for taking time to meet today. I have prepared something I would like to share with you. Would it be okay to take the next 10-15 minutes to sharing about InterVarsity’s ministry?”* | Staff |
| Ask question(s) to the partner as part of case/tell campus story.  (Opening of the case)   * <https://mpd.intervarsity.org/case-0> | Staff |
| Listen to partner | Partner |
| Tell InterVarsity story (share case) & Make culturally appropriate ask | Staff |
| Listen to partner’s response | Partner |
| Close conversation, summarize next steps | Staff |