

An Effective Schedule for One-Hour Meetings

Typical Midweek Luncheon Meeting: *(For a breakfast meeting, simply adjust the time.)*

11:30 Arrival starts 30 minutes before the program

- Set up a table at the door with a basket for business cards.
- Have a registration card with contact information.
- In your announcement, it is appropriate to tell the men they can exchange business cards. The networking opportunities will attract men.

12:00 Begin promptly regardless of whether or not everyone has arrived.

- Your speaker may request a podium (no head table, etc.).
- Welcome everyone and have an opening prayer.
- While they are being served or going to a buffet, ask the men to introduce themselves.
- Continue with lunch.

12:25 to 12:30 Begin program - Go to podium.

- Open with the statement, "As you continue with your lunch ..."
- Thank the servers (mention them by first name is possible).
- Introduce the speaker.
- Remember, you can say more about your speaker than he can about himself. Mention his business, what he does, how long, etc.

12:55 Closing the meeting and offering a time for personal prayer needs:

- As the speaker finishes, you may say something like: Today you have heard (his name) tell how his life was impacted and changed when he committed his life to Christ. His relationship with Christ became personal.
 - Have you ever invited Christ into your life?
 - Do you have a relationship with God?
 - Are you satisfied with it? - Do you believe God is satisfied with it?
- When the difficulties of life and business seem out of control, a relationship with Christ will instill you with peace, wisdom, and strength to bring you through. At the close of today's luncheon, we are here to pray with you for your business needs and your personal needs and those of your family.

1:00 Formal Meeting is closed

- Remind the men of the next meeting.
- Close with a brief prayer, noting the room is available until 1:30 PM

1:00 to 1:30 PM – Ministry time – Important points to consider:

- **Don't have a church-style prayer line.** Meet with the men at the dining table. Have coffee or soft drinks available. Talk with the person in need. When you feel the release that it's time to pray, just say, "let's pray."
- **Don't hold hands unless the person in need offers his hand for prayer.** Pray for his need with the authority of God's Word. Be genuine and easy to relate to. Ask him to call and inform you of any further need for prayer or of answered prayer.
- **When prayer is answered, have the person give a 3-minute testimony at the next meeting.**