Quarterly Meeting

* Check the new WMF book to see which quarterly meeting has been assigned to your group. It rotates each year. Put this in your calendar and include it on a January welcome letter (optional) to the ladies in your group.
* A month prior, ask a few group members to help think of a theme for the meeting. Choose Scripture to reflect this theme.
* Assign a brief devotion (5-10 minutes) to a group member that will highlight the theme.
* Plan a brunch menu and assign food dishes to members.
* Assign 2-3 members to decorating/setup.
* Coordinate with the board about whether there will be a program or not. If you have a fabulous idea, then there should be one!
* Set up the day ahead or arrive early to make sure everything is ready.
* The typical format is welcome, devotion, brunch, meeting, and program.
* Clean up. Send all food home. Take rags home. Empty trash.