

MEETING PREPARATION CHECKLIST

First Meeting Preparation: Church and Family Hub

Before the Meeting

- Know your team: who is attending from your church, their names and roles.
- Prepare a Simple Introduction:
 - Short history of your church's community work (2–3 minutes).
 - Your heart and vision for families and community engagement.
 - Mention key strengths (e.g., running groups, volunteers, space, trusted relationships).
- Understand the Family Hub's Context:
 - Research their website or online material.
 - Note any key priorities they mention (e.g., early years support, mental health, SEND services).
- Be aware of professional language such as "early intervention," "whole family approach," "multi-agency working."

Prepare Examples of What You Offer

- List any family/children-focused activities, services, facilities, or volunteer capacity.
- Bring leaflets or flyers if available.

Clarify Your Boundaries and Approach

- Emphasise offering help without strings attached.
- Be ready to explain your safeguarding practices and DBS checks.

Items to Bring

- Printed handout about your church's community activities (optional but recommended).

- Business cards or contact information.
- Notepad and pen or tablet for notes.
- Calendar/availability for scheduling follow-up.
- Optional: Photos or examples of activities you have run.

Mindset for the Meeting

- Go to Listen First:
- Ask questions before offering ideas.
- Understand their needs and pressures.
- Be Open and Collaborative:
- Emphasise "how can we serve or fit into your existing work" rather than "here's what we want to do."
- Be Professional and Warm:
- Match their tone, combining friendliness with respect for their professional environment.

Good Questions to Ask

- "What are your current priorities for supporting families in [area]?"
- "Are there particular needs where you would welcome more community support?"
- "How do you currently work with voluntary sector organisations or faith groups?"
- "What's the best way for us to stay in touch and hear about opportunities to collaborate?"
- "Are there any specific training or safeguarding expectations for partners?"

After the Meeting

- Send a thank-you email within 24 hours.
- Summarise what you understood from the meeting.
- List any actions agreed and next steps.

- Keep a note of key contacts and follow-up dates.

Top Tip

Success at this stage is about building trust, not securing a project. Focus on relationship-building rather than pitching ideas. Partnerships often grow slowly from small beginnings.