

FIRST FACULTY GATHERING – ACTION LIST & TIMELINE

BEFORE THE MEETING:

1. Pray: Ask God to prepare the way and to help you meet faculty who want to follow Jesus together. Get others to pray with you for faculty on campus as well!
2. Seek to meet and find other Christian faculty on campus
3. Learn how God has been at work gathering faculty:
 - a. [Kapiolani Community College Case study](#)
 - b. [Boston Faculty Fellowship case study](#)
4. Discern when to gather faculty: How do we know when we're ready for a first meeting? You've met at least two fellow professors who are willing to (check at least one of the boxes below):
 - Meet
 - Help you gather a group
 - Come to a meeting of faculty and invite others to come along
 - Host a group in their office, conference room, or home
 - Put their names on the invitation
5. Prepare for First Faculty Gathering:
 - a. For as long as it takes: Pray and get others to pray
 - b. Find a partner—whether that be a fellow professor or campus ministry staff, find someone with whom you can tag team at the meeting.
 - c. One month in advance
 - i. Pray and get others to pray
 - ii. Book meeting space
 - iii. Make invitations: Sample "Save the Date" options (best if sent personally) in resources.
 - d. The week before To-Do List
 - i. Pray and get others to pray
 - ii. Talk and pray with your partner. Go through meeting schedule and decide who does what.
 - iii. Send reminder email
 - iv. Buy refreshments
 - v. Confirm location, ascertain whether whiteboard/flip chart available
 - vi. Gather supplies
 1. Whiteboard/flip chart
 2. Markers

3. Pen
4. Snacks/Drinks/paper goods
5. Print sign-up sheet

DAY OF MEETING:

1. Pray and get others to pray
2. Arrive 30 minutes ahead of time to arrange:
 - a. Refreshments
 - b. Sign-up sheet with pen
 - c. Faculty brochures/materials
 - d. Your own soul as calm
3. Pray again
4. Warmly greet folks as they enter the room
5. Run the meeting
6. Decide on next step: 3 Potential Next Steps
 - a. Prayer Gatherings
 - b. Square Inch Seminar Gatherings—a different professor shares about how they follow Jesus in academia each meeting.
 - c. Faculty Four Loves Bible Studies
7. Thank people for coming and all who helped.
8. Clean up—leave the space looking nicer than when you came.

AFTER THE MEETING:

1. Thank God, thank those who prayed, and ask for more prayer.
2. In the week following, send a follow-up email thanking folks for coming and reiterating the next step you agreed to (sample email).
3. Meet with faculty who attended your gathering, but who you hadn't met before.
4. Go back to "Before the Meeting," rinse, repeat!