**2018 Agenda**

***Committee/Task Team name here***

***Date***

1. **LOVING**
	1. **Please use *Tending the Soul of the Congregation: Spiritual Exercises for Church Leaders* for your devotional time.**
	2. **Also share *“Glory Sightings”* that you have experienced in our congregation**
2. **LEARNING ~**
	1. Recite “Vision” out loud together
	2. Minutes – review, edit and accept
	3. For first time meetings:
		1. Introductions –
			* Name
			* Favorite thing to do in your free time – or something else fun
			* How long served on this Committee/Task Team
			* Why interested or excited about this Committee/Task Team
		2. Review –
			* This allows new members to get the big picture
			* And everyone to be reminded of the purpose of the Committee/Task Team
		3. Committee/Task Team “Job Description” **– See “Job Descriptions”**
		4. Vision and Mission of Collierville UMC **– See front cover of Notebook**
	4. Book ~ Share information that you have gleaned from ***Living as UM Christians, by Andy & Sally Langford.***
3. **LEADING ~**
	1. Review 2018 COM Goals
		1. Which one or all can your Committee/Task Team adopt and help further?
		2. How? When? Where? Who? Why?
	2. What Goals does your Committee/Task Team already have?
		1. Do they align with one of the 2018 COM Goals?
		2. If not, does it need to be re-thought, re-vised, re-purposed or set aside?
	3. Action Steps to take to move Goals forward …
	4. Delegate Responsibilities
		1. Elect a Vice-Chairperson, if there is not one currently
		2. Secretary to take and distribute minutes – *send them to Staff Liaison & Committee/Task Team within one week*
		3. Make sure every action item has a point person and a deadline
			* Who to get PR information or article to Staff Liaison by when?
			* Who to make copies of “whatever” and get to “whomever” by when?
			* Who to call Mr. X and Miss Y by when?
			* Who takes collected food to UM Neighborhood Centers by when?
	5. Other items that you brought to discuss:
		1.
		2.
		3.
	6. Plan Yearly Meeting Calendar or Next Meeting Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Chairperson ~ Don’t forget to promptly go on-line to book a room & date
	+ 1. Agenda Items for Next Meeting: (Helpful to be reminded of PURPOSE of meeting)
			-
	1. Closing Prayer