**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:
   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