**Agenda**

***[Committee/Task Team name here]***

***[Date]***

1. **LOVING ~**
	1. **Choose a Scripture to read**
	2. **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 or Jan/Feb 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. Updates – important for new members [What did this Task Team/Committee accomplish last year? What is in the works? What are the future goals to accomplish?]
3. **LEADING ~**
	1. Action Steps to take to move Goals forward …
	2. Delegate Responsibilities
		1. Elect/Nominate/Discern a Vice-Chairperson, if there is not one currently
		2. Secretary to take and distribute minutes – *send them to Staff Ministry Partner & 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 Ministry Partner 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 ***what*** to ***where*** by ***when***?
	3. Other items that you brought to discuss:
		1.
		2.
	4. 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