**1st Agenda (Proposed) & Template**

1. **LOVING ~** ***See “Devotions” section***
2. **LEARNING ~**
	1. Recite “vision” out loud together
	2. Minutes – review, edit and accept
	3. Introductions
		1. Name
		2. Favorite thing to do in your free time – or something else fun
		3. How long served on this Committee/Task Team
		4. Why interested or excited about this Committee/Task Team
	4. Review:
* This allows new members to get the big picture
* And everyone to be reminded of the purpose of the Committee/Task Team
	+ 1. Committee/Task Team “Job Description” – See “Job Descriptions”
		2. Vision and Mission of Collierville UMC – See front cover of Notebook
	1. Book ~ Is there a book, pamphlet, United Methodist web-page that everyone should be reading between now and the next meeting, in order to do your work together more efficiently and comprehensively?
1. **LEADING ~**
	1. Set Committee/Task Team Goals (if needed):
		1. Be sure Goals are in alignment w/Collierville UMC Vision, Mission & core values
		2. Are there past or future goals to review?
		3. Use conversation in from “Review” (above) as your guide
		4. Use “Ministry Action Plan (MAP) – See “Event Planning”
	2. Delegate Responsibilities
		1. Elect 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 collected food to UM Neighborhood Centers by when?
	3. Other items that you brought to discuss:
		1.
		2.
		3.
	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)
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	1. Closing Prayer