**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:
   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