



1st Agenda (Proposed) & Template

I. **LOVING** ~ See "Devotions" section

II. **LEARNING** ~

- A. Recite "Vision" out loud together
- B. Minutes – review, edit and accept
- C. 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
- D. 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 resources page
www.colliervilleumc.org/resources-2/
 - 2. Vision and Mission of Collierville UMC – See front cover of Notebook
- E. 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?

III. **LEADING** ~

- A. 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 from "Review" (above) as your guide
- B. 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?
- C. Other items that you brought to discuss:
 - 1.
 - 2.
 - 3.
- D. 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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- E. Closing Prayer