Name of Council

Date

Meeting Time

Agenda

List of Members Present:

1. Opening Devotion/Inspirational Thought/Prayer Time (5 minutes)
2. Introduction to the Meeting: Reminder of Team’s Mission, Goal(s) to be addressed at this meeting and how they fit into the two larger church-wide goals, update on where the Council has been; update of where it is headed. (5-7 minutes)
3. Review of Prior Meeting Items - Are we making appropriate progress toward our short term goals? Did people follow through on their responsibilities? Are there any updates that the group as a whole needs to be made aware of? Make sure again that this time is focused on furthering both the Team’s mission and the meeting’s mission. (5-7 minutes)
4. Agenda Items (30-40 minutes)
   1. Agenda items can be informational, providing updates on a topic; Action Items, requiring discussion and decision by the group (Consider writing these in the form of a question); or discussion topics, asking input from the group for a future decision.
      * Item Description/Discussion
      * Item Participant(s)
   2. Agenda Item
      * Item Description/Discussion
      * Item Participant(s)
5. Review of Agenda Items Terms/Descriptions/Deadlines (5 minutes)
6. Proposals for Next Meeting Agenda (5 minutes)
7. Date and Time for Next Meeting (2-3 minutes)
8. Adjournment/Closing Prayer

* Prepare the agenda in advance of the meeting and send it out to Council Members.
* Give each meeting a clear objective. Allow time for discussion and decision-making.
* Begin and end the meeting on time.
* List agenda items in order of importance. Things that can be tabled for later should be listed last, in case time runs out.
* Help members know how to prepare for the meeting. Highlight names of members who have responsibilities in the meeting.