

MEETING AGENDA

DATE

Date of the meeting

INVITED

Who was invited?

PRESENT

Who actually attended?

PRAYER

Team members share personal prayer requests for their area of ministry.

PRAISE

Team members share something positive that happened or is happening in their area of ministry.

PROBLEMS

Team members briefly share a problem they are experiencing. This isn't the time to solve it but to make it known. The leader can determine whether it is something the team should address together or something the leader can work out with the individual member.

PROJECTS

Members give updates on existing projects and discuss as needed. They also discuss possible projects for the future.

PLANNING

Members schedule ministry events on a calendar and designate roles for event planning.

PROSPECTS

The team discusses possible leaders and/or volunteers for the ministry. Names are brought up, confidential insight is shared, and there is approval to invite them to serve.

PARENTS

The team discusses issues with parents, better ways to communicate, and improvements to better serve and partner with parents.