

SAMPLE AGENDA

MEETING AS WORSHIP

Living Word Mission Statement

To bring Jesus Christ to all people, strengthen their faith and prepare them for ministry!

Date _____
Time _____

Location _____

The opening of your meeting often determines the tone, environment, and outcomes of the time you spend together. We encourage meaningful opening devotionals as a way to get people focused in a prayerful way on the business at hand. Opening devotionals vary in length (between 5-10 minutes). A number of options are available for opening devotion:

- Devotions
- Praise and Thanksgiving
- Hymn or Song
- Prayer

Following is a sample agenda for a meeting:

Opening Devotional & Prayer	Bob Smith	7:30 p.m.
Review of previous meeting minutes	Mary Jones	7:40 p.m.
Review of Action Assignments	Terry Jacobs	7:50 p.m.
	Ben Johnson	8:00 p.m.
	Becky King	8:10 p.m.
New Business	Bob Smith	8:20 p.m.
Planning Next Meeting	Peg Arnold	8:25 p.m.
Closing prayer	Sarah Atkins	8:30 p.m.

Living Word mission statement should appear on the agenda and the ministry mission also.

Don't forget to introduce everyone at the table when there is someone new joining your ministry team! It makes them feel more welcome. Also, if possible please send the agenda out ahead of the meeting and the minutes immediately following!