

Committee Agenda

Directions

- 1, Chair prepares a draft agenda for committee meeting distributed to committee members 5 to 7 days before meeting.
 - a. Chair prepares final agenda based on feedback from committee members and distributes 1 to 3 days before meeting
 - b. Final agenda distributed at beginning of meeting
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Example (Format can vary but should include each of the main points.)

1. Committee name **GSLC Inreach and Congregational Care Committee Meeting**
Agenda for Monday, February 11, 2019 **2. Date**

Devotion: Jessica will lead us with a reading and prayer **3. Devotional (brief subject could be added)**

Secretary's report: Approval of minutes for December 6, 2018 **4. Secretary Report-minutes**

Committee metrics update

1. Home Communion
2. Hospital Visits
3. Follow-up Contacts **5. Reports on standard items**
4. Funerals
5. Grief Group Attendees
6. New Prayer Chain Prayers
7. Active Stephen Ministry Relationships
8. PrimeTimers

Subjects to Discuss

1. Stephen Ministry Update: Gary **6. Continuing business**
2. Name Tag Sunday Update: Cathy
3. Recognition of Deb Puchner's Retirement and who will assume her tasks: Pr. Sheryl
4. Report on Hospitality Committee meeting: Cathy
5. New Member's Class/Dinners: Pr. Sheryl **7. New business**
6. Recruitment of Committee Member from Verona Campus: Pr. Sheryl

Announcements **8. Announcements**

Date of next Committee Meeting **9. Next meeting information**

Volunteer for Devotions for Next Meeting **10. Person assigned for devotion**

Closing Prayer **11. Closing prayer**