

SAMPLE Agenda

Month, Day, Year

Time/Location and/or Zoom link

Next meeting: date/time/place

TIME	GATHERING	PRESENTER	ACTION TAKEN	
7:00	Opening Prayer	Lay Leader		
7:05	Scripture Reading	Discipleship Chair		
7:10	Remembering our Shared Covenant	Council Vice Chair		
7:12	Approval of Minutes	Secretary		
	REPORTS	PRESENTER	ACTION TAKEN	NEXT STEPS
7:15	Pastor's Report	Pastor		
7:30	Missions Committee: proposal from immigration task force for coat collection (see report)	Missions Chair		
7:45	Discipleship Committee: report on year-round discipleship plan (see written report)	Discipleship Chair		
8:00	Stewardship Committee: highlights of campaign (see report)	Stewardship Chair		
	CLOSING			
8:15	Announcements	Council Chair		
8:20	Closing Prayer	Care Team Chair		
	REMINDERS/HOLDING UNTIL DONE			
	FOR YOUR INFORMATION ONLY			