



How to Prepare an Agenda

Preparing a meeting agenda requires involvement of all members of a committee or board. Most content for an agenda will logically flow from previous meetings. A section for new business may be included to permit introduction of agenda items that come up immediately preceding a meeting, time permitting. The following are basic guidelines for preparing an agenda. Refer to the template on the following page and an example from a council meeting on page 3 as guides.

- Compile the list of meeting topics.
- Arrange them according to order to be addressed.
- Identify member(s) who will be responsible for each agenda item.
- Position agenda items into agenda according to meeting order, allowing for opening meditation, thought, and/or prayer.
- Assign expected time to devote to each item, ensuring not to exceed allotted time constraints.
- Create a list of expected outcomes from the identified agenda items.
- Include scripture, quote, cartoon, image or other items as you see fit
- Circulate the agenda at least 2 days prior to the meeting to solicit input/buy-in from all members.

Agenda
Pastoral Search Committee Meeting
St Anthony Park United Church of Christ
Wednesday, January 3, 2007
7:30 p.m. to 9:00 p.m.

Outcomes:	Identify roles for search committee Review and assign responsibilities for creating profile Complete Conflict worksheet
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| 1. Opening Prayer | Katie Herman | |
| 2. Approval of the Agenda/Outcomes | All | (5 minutes) |
| 3. Finalization of roles (Secretary/minute taker) | Mark Scott | (5 minutes) |
| 4. Church Profile Work | All | |
| Review tracking form | | (10 minutes) |
| Identification of what, who, when | | (60 minutes) |
| Answering Conflict Item 25 | | (15 minutes) |
| 5. New Business | TBD | |
| 6. Review of objectives/action items | All | (5 minutes) |
| 7. Closing prayer | Katie Herman | |
| 8. Adjournment | | |

Homework: Item 32. Leadership Expectations

Next Meeting: Wednesday, January 17 7:30-9:00



Agenda
Council Meeting
St Anthony Park United Church of Christ
Tuesday, December 19, 2006
6:30 p.m. to 8:30 p.m.

1. **Call to Order**
2. **Approval of the Agenda** (5 minutes)
3. **Meditation** PPRC (Wulling/Clements) (5 minutes)
4. **Six-month review** PPRC (Wulling/Clements) (20 minutes)
5. **Approval of the November Council Minutes**
6. **Treasurer's Update & November Financial Review** (10 minutes)

Current Business

7. **Vision Statement** Nancy Houlton (5 minutes)
Honoring our covenant relationship with God, we are committed to grow in our responses to Christ's call that we love God with heart, soul and mind and that we love others as God loves us all. As a joyful community we affirm and nurture the gifts each person brings and follow in the way of Jesus through ministries of hospitality, compassion, justice, and peace.
8. **Chart of Accounts** Carole Smith (25 minutes)
9. **Annual meeting** All (10 minutes)
Agenda items, deadline

Board Updates

10. **Stewardship – Campaign update** Steve Magistad (5 minutes)
11. **Deacons** Barb Billington (5 minutes)
12. **RE** Beth Magistad (5 minutes)
Preliminary discussion of an Ashley grant proposal

13. **Nominating Committee - Interim report** Mark Scott (5 minutes)
14. **Search Committee** Mark Scott (5 minutes)
15. **Trustees** Dan Larson (5 minutes)

Staff Reports

16. **Minister's Report** Howie Tobak (10 minutes)

Meeting Recap

17. **Review of Meeting** Everyone (10 minutes)
18. **Adjournment**

Current Estimated Running Time is 2:40 minutes. Can everyone stay an extra 10 minutes?

Next Meeting: January 16, 2007

Meditation:

*The Lord bless you and keep you,
The Lord make His face to shine upon you, and be gracious to you,
The Lord lift His countenance upon you and give you peace.*

Numbers 6 24:26