



Sample Meeting Agenda

Co-Leaders should draft a working agenda like this one for each meeting as a tool to stay on schedule.

Opening Prayer – *Co-Leader 1*

Missions Moment

Refreshments and Blessing Boxes

Devotion – *Co-Leader 1*

Introduction of Speaker – *Co-Leader 2*

Get to Know You (Icebreaker) – *Co-Leader 2*

Announcements

- Leadership Committee – *Both*
 - Treasurer – *Co-Leader 2*
 - Communications – *Co-Leader 1*
 - Hospitality – *Co-Leader 2*
 - Table Leaders – *Co-Leader 1*
- Birthdays/Special News - *Hospitality*
- Group Announcements and Other Business – *Co-Leader 2*
 - Women’s Conference – Deadlines approaching
 - Monday Discussion Group – She’s Gonna Blow
 - Swap Meet at Next Discussion – Kids Movies

Closing Prayer - *Co-Leader 1*