

SUGGESTIONS TO COMMITTEE CHAIRS FOR THE FIRST MEETING

1. Prior to the first meeting, select a secretary to keep full and accurate records.
2. Prior to the first meeting, select someone to submit presbytery newsletter articles.
3. Prior to the first meeting, make any committee assignments.
4. At the first meeting, provide for a get-acquainted time. Be sure all members are introduced to share some of their hopes and aspirations.
5. Take time to look at the overall picture of what the presbytery is trying to do and what it is all about.
5. Go over often and very specifically what this committee is charged with doing.
6. Look over the year's calendar. Determine what tasks must be done, and by what date. Note deadlines for reporting. Give individual assignments.
7. Get to the business at hand which must be handled at that meeting.
8. At the conclusion do a brief evaluation of your meeting for the purpose of improving the next one.
9. Follow up on any absentees.
10. Make sure presbytery staff receives a copy of the minutes.
11. Make sure all recommendations are written out before the close of the meeting and agreed upon by all that they are correct before presenting them to Presbytery for approval.

SUGGESTIONS TO COMMITTEE CHAIRS ON HOW TO CONDUCT MEETINGS

1. A week before each scheduled committee meeting, notify every committee member by phone call, email, or post card. Information should include time, date, and place of meeting. Do not depend on committee members to remember to attend a meeting simply because it was announced at a previous meeting or stated in the presbytery calendar.
2. When notifying committee members about a meeting, give information on the purpose of the meeting, which should include: items to be considered, decisions to be made, and reports to come from particular committee members.
3. Make an agenda for the committee meeting, listing the several items of business to be considered by the committee. The more important items need to be considered first, so determine your priorities.
4. At the beginning of each committee meeting, review briefly the responsibilities of the committee from the Presbytery Manual. Read and approve the minutes from the previous committee meeting.
5. As chair of the committee, it is your responsibility to encourage each member of the committee to express his/her views and ideas about each item of business, and to prevent individuals from monopolizing the time or the meeting.
6. For each item of business be certain that the committee understands what the task is.
7. Have adequate information about each item of business. What are the facts and feelings about the matter? What is the need or problem? If you do not have enough information about an item on the agenda to consider it or to act upon it, assign a committee member to gather information and bring it to the next meeting.
8. When you have sufficient information about a matter to consider it, look together at the need or opportunity, and discuss alternate solutions, different ways of meeting the need, possible options in providing the program.
9. Choose the best alternative, by a committee vote. Make a decision in the light of available information and committee judgment.
10. Decide how the decision is to be implemented: Cost, source of funds (is money to be taken from the budget, other funds, etc.), leadership (who will do the work, carry out the program), what are the proposed results or goals of the program?
11. Bring a recommendation to the Presbytery. The presbytery will then adopt the recommendation, reject it, or return it to the committee for further work. With the recommendation, the committee chair is to bring to the presbytery sufficient

information to enable the presbytery to understand and consider the committee recommendation.

12. In order to deal adequately with the committee work, assign tasks to committee members and sub-groups. When the chairs act as one person committees, they exhaust themselves and defeat the purposes of the committee system to involve the members of the presbytery in the work of the presbytery!

COMMITTEE EVALUATION FORM

Chair: _____

Date: _____

Committee Members:

For the Year: _____

1. What has your committee accomplished this year and what joys or frustrations were associated with those accomplishments?

2. What things did your committee not get done that you had wanted to do? What prevented you from achieving those things?

3. What recommendations would you make for next year's committee?

Project Action Plan

Project:

Our objective in this project is:

If we accomplish this objective, this project is expected to help accomplish this goal:

ACTIONS: i	ACTORS: —										

A/V = AUTHORITYNETO R = RESPONSIBILITY S =SUPPORT I= INFORM - = NOT APPLICABLE

Assign codes to each person present and on/ytthose present. Then make a copy for each.

COMMITTEE MEETING AGENDA

Date _ _ _ _ _

1 Call to Order with Prayer

2. Quorum (majority of the committee membership must be present in order to meet)

Present:

Absent Excused:

Absent Unexcused:

3. Approval of Previous Minutes

4. Reports from Committee Members on Ongoing Projects

a.

b.

c.

d.

5. New Items to be Considered at this Meeting

a.

b.

c.

d.

6. Review of Budget

7. Review of Committee Responsibilities

8. Adjournment with Prayer

MONTHLY PLANNING LIST

January

February

March

April

May

June

MONTHLY PLANNING LIST

July

August

September

October

November

December

HOUSEKEEPING ISSUES

COMMITTEE:

CHAIR:

SECRETARY:

PRESBYTERY NEWSLETTER REPORTER

COMMITTEE MEMBERS

RESPONSIBILITIES

CONTACT INFO.

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

MONTHLY MEETING DATEffIME: