

<p>SUGGESTED GENERIC AGENDA FOR ALL ELECTED BOARDS AND COMMITTEES United Church of Christ in New Brighton - Monday, _____</p>

1. **Do introductions.** Make sure everyone knows everyone else’s name.
 Most groups have a least one new member.
2. **Review “Sacred and Safe Gatherings”**
3. **Review guidelines** for your group, for information of new members and as a review.
 Group members of long standing may be unaware of some responsibilities.
4. **Select leaders:** Chair, Council representative (if not the chair), secretary, coordinators, representative to other committees (i.e., Finance) etc.
 Selection may be by consensus, election, or volunteering. (please Do Not do this part if you don’t have a majority in attendance at the ABC meeting.)
 Please let new members of the group have the first choices.
 To: 20__-20__ coordinators going out of that responsibility:
 - a. Your responsibilities continue through June _____.
 - b. Please pass on “Time and Talent” sheets to 20__-20__ coordinators.
5. Set meeting dates and times for the coming year, including this summer. (see recommended schedule)
6. Complete **three (3)** copies of the Organizational Report Form.
 (**Edit form to reflect current board/committee responsibilities – make deletions or additions.**)
 - **PLEASE TURN IN ONE TO THE CHURCH OFFICE TONIGHT, EVEN IF NOT COMPLETE.**
 - Contact church office (651-633-1327) with changes and updates as they occur. **Please indicate who will attend the Council meeting on _____ at 7:00 p.m.** in Fireside Room. If the chair is NOT going to be the regular Council representative, please so indicate. The other two copies are for the chairperson and the secretary of each group.
7. Initiate the discussion of a few specific objectives for the coming year, including possible deadlines.
8. **Begin process of planning for the 20__ budget.** Decide how the final request will be made by mid-September at the very latest.
9. **Deal with other agenda items** specific to your group.
10. **Review planning calendars,** which are found in the resource notebooks and folders. If any future activities of your group are not listed, please leave a note in the church office or call the church office secretary, 651-633-1327. You can leave messages on the church answering machine.

Have a good meeting!
 Human Resources Committee

<u>Suggested Meeting Places for Tonight:</u>	
Adult Education Committee	Fireside Room
Christian Education Committee	Quilt Room
Continuing Stewardship Committee	Fellowship Hall
Deacons Board	Fellowship Hall
Human Resources Committee	Table outside Fellowship Hall
Fellowship Committee	Kitchen
Social Justice & Outreach Committee	Fellowship Hall
Trustees Board	Fellowship Hall
Special Fundraising	Fellowship Hall