SUGGESTED GENERIC AGENDA
FOR ALL ELECTED BOARDS AND COMMITTEES
United Church of Christ in New Brighton - Monday, ______________

1. Do introductions. Make sure everyone knows everyone else’s name.
   Most groups have at 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

<table>
<thead>
<tr>
<th>Suggested Meeting Places for Tonight:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Education Committee</td>
</tr>
<tr>
<td>Christian Education Committee</td>
</tr>
<tr>
<td>Continuing Stewardship Committee</td>
</tr>
<tr>
<td>Deacons Board</td>
</tr>
<tr>
<td>Human Resources Committee</td>
</tr>
<tr>
<td>Fellowship Committee</td>
</tr>
<tr>
<td>Social Justice &amp; Outreach Committee</td>
</tr>
<tr>
<td>Trustees Board</td>
</tr>
<tr>
<td>Special Fundraising</td>
</tr>
</tbody>
</table>