**STANDARD MEETING AGENDA**

**CHRISTIAN STRONGHOLD CHURCH**



Please complete an agenda for each meeting and submit it to Pastor Johnson (pj@christianstronghold.org) and Sis. Jo Ann (joperry@christianstronghold.org) at least 5 working days prior to the meeting date. This will allow sufficient time to receive input and/or respond to questions from Pastor before meeting with your team. Complete this form online at:

<https://docs.google.com/forms/d/e/1FAIpQLScPP-D8Ew-NGvedWprLPeJcmd10rhfD6uwOyfpML9kldfKfvA/viewform?usp=sf_link>

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| **MEETING LOGISTICS** |
| Ministry:  | Ministry Team: |
| Meeting Organizer:  |
| Phone Number:  | Email:  |
| Meeting Date:  | Start Time: End Time: |
| Meeting Format: [ ] Face/Face [ ] Teleconference [ ] Zoom | Location: [ ] CSC Campus [ ] Offsite |
| If offsite, provide name and address: |
| CSC Meeting Room Reservation (*check all that apply*): [ ] Chapel [ ] Gym [ ] Fellowship Hall [ ] Kitchen [ ] Kingdom Kids Room [ ] Sanctuary [ ] Welcome Center |
| Attendees (*list names of persons invited*):  |
| **AGENDA** |
| 1. **Prayer** (*Begin each meeting with Prayer*)
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| 1. **Purpose** (*State why the meeting is being held*):
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| 1. **Expected Outcomes** (C*larify what you expect to accomplish by the end of the meeting*)
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| 1. **Information Items** *(Topics that keep attendees informed but do not require discussion)*

1)2)3) |
| 1. **DISCUSSION ITEMS** *(Team updates & topics that require reaching a consensus)*

1)2)3) |
| 1. **NEXT STEPS** *(Review decisions made, next steps, action items, assignments and deadlines)*
2. Decisions Made:

a)b)c) |
| 2) Action Items/Assignments/Deadlines:a)b)c) |
| 1. **NEXT MEETING DATE** *(Set a date for the next meeting if needed)*

Date: Time: Format: [ ] Face/Face [ ] Teleconference [ ] Zoom |
| 1. **CLOSING PRAYER** *(Close each meeting in prayer)*
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