**STANDARD MEETING AGENDA**

**CHRISTIAN STRONGHOLD CHURCH**



Please complete an agenda for each meeting and submit it to Pastor Johnson ([pj@christianstronghold.org](mailto:pj@christianstronghold.org)) and Sis. Jo Ann ([joperry@christianstronghold.org](mailto: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>

|  |  |  |  |
| --- | --- | --- | --- |
| **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*) | | | |
| 1. **Purpose** (*State why the meeting is being held*): | | | |
| 1. **Expected Outcomes** (C*larify what you expect to accomplish by the end of the meeting*) | | | |
| 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)* | | | |