

MINISTRY TEAM MEETING

Name of Team _____ Date/Time _____

Members present: _____

Guests present: _____ Members absent: _____

Recorder for this meeting: _____

1. **Pray** for each other: "What do you need Jesus to do for you today?" (If 6 or more are present, do this in groups of 3.)
2. **Review** group's ministry since last ministry team meeting:
 - a. What has worked?

 - b. What didn't work?

 - c. What will we do differently?
3. **Report** progress on Action Steps from last meeting.
4. **Learn** (optional training time).
5. **Discuss** decisions to be made
(Leader prepares agenda before meeting, then asks if others have items to add.)
 - a.

 - b.

 - c.

 - d.

6. **Assign** Action Steps: Who will do what and by when?

Project #1 _____

What	Who	When
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project #2 _____

What	Who	When
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Project #3 _____

What	Who	When
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. **Schedule** upcoming events.

What	When	Where
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____