

ESSENTIALS *for* EXCELLENCE

CONNECTING SUNDAY SCHOOL TO LIFE

Suggested Monthly Planning Team Meeting Agenda

Date of Meeting _____

Focus of Meeting _____

Preparing for the Meeting

Plan, prepare, and mail a copy of the agenda to all members one week before the meeting. Contact every member.

Person Responsible

Sunday School Director/Minister of Education

Sunday School General Secretary

Suggested Agenda

A Time for Inspiration

Devotional

Pray for: _____

A Time for Information

Review pertinent articles in leadership magazines or other appropriate resources. _____

A Time for Evaluation

Discuss events and activities concluded. Consider how they could be improved and whether they should be repeated. _____

A Time for Communication

Receive progress reports on

- Evangelistic results
 - Church calendar
 - Age-group concerns
 - Leadership training
 - New units
 - Other
- _____
- _____
- _____
- _____
- _____

A Time for Preparation

Schedule, plan, and assign responsibilities for future projects and emphases. _____

After the Meeting

Prepare a summary of the meeting, and mail copies to absentees.

Follow up on all assignments.

General Sunday School Secretary

Sunday School Director/Minister of Education