

Committee Agenda-Building Form – Yellowstone Presbytery

Committee Name:

Date / Place of Meeting:

I. Logistics:

Room Reservations Made: yes no dna.
Expense Vouchers printed off Pby Website: yes no dna.
Everyone notified: yes no dna; How: _____.
Past minutes distributed: yes no dna.
All Members have received a copy of the YP mission statements this year:
And these will be reviewed at this meeting: yes no
Checked Committee's budget status and projected expenses: yes no

II. The Three Goals of this Committee for the Year 2007 are:

Priority / Key Result Area 1:

Priority / Key Result Area 2:

Priority / Key Result Area 3:

III. Building the Agenda: **Information / Input / Action**

- a. Items arising from our Committee:
- b. Items assigned from Council:
- c. Items assigned from Presbytery Meeting / Other Committees:
- d. Ideas from Other Sources -- What Might God be Leading us to do?
(from Prayerful reflection, discussion with others and Bible Study):

IV. Past Actions of this Committee: **Person Following Up:**

V. Prioritize the Above. Work on / Assign Appropriate Devotion.

VI. After the Meeting:

c. Decisions we made:

d. Who needs to know: And How we will communicate:

e. Are there other committees, ministries, services in the community we should collaborate with?

f. Who is Following Up? And By When?

g. Items carried over to next meeting:

e. Where we could use advice / help / resourcing: