

_____ **Lutheran**
Day, Date, Year
Time

Present:

Excused:

Absent:

Opening Prayer: (2 minutes)

VTO Foundation Review/Focus: (2 minutes)

Core Values	Mission / Vision Statement
Positive Attributes	Audiences to Serve/Reach

Segue & Ministry People Headlines

Scorecard (5 minutes) Report numbers relative to goals. Move issues/discussion items to Issues List for discussion later.

Examples below:

Church Attendance	Bible Class
School Enrollment	Prospects

To-Do List from Last Meeting (5 minutes) Insert monthly action items from last month's meeting. Done or not done? Issues move to Issues List to discuss later.

Actions/Steps Required	By Date	Point Person	Done or New Deadline (and any notes)

Issues List: (30-40 Minutes) Current Issues List. Prioritize. Work through time-sensitive items first, then move to the most important/impactful. Take notes and identify next step and Assign

Priority	Items to Discuss/Solve/Resolve (topic for debate/discussion/resolution)	Contributor	Status/Notes/Actionable Next Step

Conclusion (5 minutes)

A. Review and Recap New Monthly To-Do List Insert new shorter term action items from today's meeting.

Actions/Steps Required	By Date	Point Person	Notes

B. Cascading Messages (What needs to be communicated? By/to whom, how, when? - Include in "New To-Do List")

C. Rate the meeting (how well you followed the agenda framework - if less than an 8, share why so as to “self-correct”)

Initials of participants below:

Average:

Closing Prayer