

**Template for Meetings that GSD**

1. **Gathering**
	1. Prayer
	2. Check-in Question:
2. **Grounding**
	1. Focus of the Committee/Team (restate the overall tasks/purposes of this group)
		1.
		2.
		3.
3. Our Mission: Use the church mission statement or a statement of the group’s purpose.
4. Focus of this Meeting: The one or two most important outcomes of this meeting.
5. **Updates**
	1. Accomplished Since Our Last Meeting (gathered by chair before meeting)
	2. Review Timeline of Tasks: Focus Areas for the Coming Month
		1. Timeline Item 1 (Name of Person Responsible)
		2. Timeline Item 2 (Name of Person Responsible)
		3. Timeline Item 3 (Name of Person Responsible)
6. **Input and Decisions**
	1. Documents and Plans for Review, Input, and Editing
	2. Specific Decisions to Be Made
	3. Additional Feedback
7. What other input or questions do you have?
8. What needs do you see in current programming that need to be addressed immediately?
9. **Sending**
	1. Reminder of the Assignments (ideally, everyone leaving each meeting with one assignment)
	2. Next Meeting Date:
	3. Prayer