

PLANNING AND CONDUCTING MEETINGS A GUIDE FOR TEAMS AND COMMITTEES

This guide was prepared to help Team and Committee Moderators, Vice Moderators and Secretaries plan and conduct meetings more efficiently. There are specific recommendations for planning meetings at designated meeting sites.

Meeting Preparation

- Contact the church or other meeting location to secure a room for the date and time desired.
- Notify the Presbytery office of the date, time and location of the meeting in order to be placed on the Presbytery calendar.
- Prepare an agenda based on meeting information.
- Moderator should contact all persons who will be giving reports or updates and gather time requirements for the agenda. (Encourage written reports when possible.)
- Moderator should ensure that agenda is e-mailed or mailed prior to the meeting.
- Moderator should review minutes of the past meeting and note any old business that needs to be scheduled.

Conducting a Meeting

- Open and close meeting with prayer.
- Ask the secretary to accurately record the minutes and report them quickly to the Presbytery office, via e-mail. (See example attached.)
- Plan a brief time for meaningful worship (prayer, scriptures, devotion and/or song). Consider having members participate in worship.
- Use the Book of Order and the Presbytery Manual as guidelines when conducting a meeting.

Meeting Follow-up

- Minutes should be submitted to the Presbytery office and team or members via e-mail.
- Inform the Presbytery office of any changes/corrections to minutes of past meetings.
- Send copies of any additional information (flyers/handouts) that were distributed at the meeting to the Presbytery office for reference and filing.
- Contact absent members. Ensure that absent members receive information from the meeting.
- Consult with the Committee on Nominations about any members that need to be co-opted or vacancies that need to be filled.
- Reports from the team or entity to be included in the Presbytery meeting packet must be submitted by the published deadlines.

2013 packet report deadlines: February 1; April 16; Aug. 2; October 22

Financial Matters

- Financial reports for the team/committee will be provided monthly.
- To request disbursement of monies for budgeted line items, complete and submit a Check Request Form to the Presbytery office. (See form attached.)
- To request disbursement of monies from reserve funds, complete and submit a Check Request Form to the Presbytery office. Additionally, these disbursements must be approved by the team/committee, and **the action must be stated in the meeting minutes – please submit with Check Request Form.**

MEETING / FACILITY RESERVATIONS

Each Team/Committee will set meeting dates and determine the place of the meeting and supply this information to the Presbytery office for the Presbytery calendar. The Team Moderator/Committee Chair is responsible for meeting arrangements and notifying the Presbytery office of the meeting information (date, time, place and/or any changes).

If a meeting is cancelled, notify the facility and the Presbytery office. It is very important to notify the facility so that preparations for your meeting can be cancelled.

Facility Information

The following is a list of suggested meeting facilities. The location of a meeting is determined by the team/committee, although central locations are encouraged. The Team Moderator/ Committee Chair is responsible for arrangements of the meeting.

Suggested meeting facilities include:

John Knox Center

Ten Mile, Tennessee 865-376-2236 contact: Barbara Flowers

Contact the facility for reservations--a contract is necessary for reserving the meeting room.

Assign a contact person to work with the facility manager.

Food service is available (terms are listed on the contract).

Specify seating arrangement required for meeting room (i.e. tables in U or T shape)

Mars Hill Presbyterian Church

Athens, Tennessee 423-745-1403

Contact the church office for availability of the facility for a meeting on the specified date. A meal can be brought in when needed. Specify seating arrangement required for meeting room (i.e. tables in U or T shape)

First Presbyterian Church, Sweetwater

Sweetwater, Tennessee 423-337-7284

Contact the church for availability of the facility for a meeting on the specified date.

Video Conferencing

Video conference locations include the Erin P.C in Knoxville (865-588-5350), Mars Hill P.C. in Athens (423-745-1403) and Northminster P.C. in Chattanooga (423-894-3773). **Video conference arrangements must be made a minimum of two weeks in advance** of the meeting date – room availability is not guaranteed.

_____ **Mission Team or Committee**
Date **00:00 am or pm**
Minutes

This meeting was opened with prayer by _____ at 00:00 am or pm

Present were

Absent and Excused were.....

Visitors

_____ noted that a quorum was present.

***A motion was made, seconded and approved***(bold and italic actions taken by the Team so that the office has a clear record to work from, minutes are used by financial staff to prepare needed checks)

(Failed motions do not need to be recorded unless the discussion was pertinent to other actions or is needed in the motion.)

Make note of any resignations, with effective dates, that may occur with members and co-opted members- this is only way for office staff to keep the database accurate.

The meeting was adjourned with prayer by _____ at 00:00 am or pm.

Next Meeting is scheduled for *date, time, place.*

This is a general example that would put all minutes in a “standard” format. Two key items are the header and footer information. Further information is available in the presbytery office for preparation of minutes.

**PRESBYTERY OF EAST TENNESSEE
CHECK REQUEST**

Payable to: _____

Attn: _____

Phone: _____

Address: _____

City: _____ State _____ Zip _____

AMOUNT

\$ _____

Person requesting check: _____

Date check is needed: _____

Team/Committee: _____

Line Item: _____

Explanation of expense: _____

(submit supporting documentation with this form)

Received _____

Account # _____

Paid _____

Check # _____