

2017 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 emailing written reports when possible.)
- Moderator should ensure that agenda is emailed 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 email.
- 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 email.
- 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 archiving.
- 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. 2017 Moderator: Karen White mrskaren52@gmail.com / 865-919-4750
- Reports from the team or entity to be included in the Presbytery meeting packet must be submitted by the published deadlines:

2017 packet report deadlines: January 20, April 25, July 28, October 24

Financial Matters

- Financial reports for the team/committee will be provided as requested.
- To request disbursement of monies from the team//committee budget or designated 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: Alicia

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: Connie

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.

Telephone Conferencing

Please contact your Dana Hendrix (dana@presbyteryeasttn.org / 865-688-5581 ext. 101) to arrange for a telephone conference.