

BACK RIVER UMC MINUTES

Team: _____

Today's Date: _____

Next Meeting Date/Time/Place: _____

Team Secretary – please make an official record of your meeting minutes, emailing one copy to each member of your team, one copy to Leadership Council Chair, one copy to the Pastor, and keep one printed copy for yourself in a safe place with previous minutes and notes. Those without email should receive a printed copy of the minutes.

MEMBERS IN ATTENDANCE:

MEMBERS ABSENT:

ANNUAL TEAM GOALS/RESPONSIBILITIES:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

OLD BUSINESS: *(Uncompleted Ministry Projects Or Issues That Are Still Undecided)*

1. Resolution:

Goal Supporting:

Date resolution passed: _____ OR Still Undecided

Project leader:

Target completion date:

Progress Update:

2. Resolution:

Goal Supporting:

Date resolution passed: _____ OR Still Undecided

Project Leader:

Target completion date:

Progress Update:

3. Resolution:

Goal Supporting:

Date resolution passed: _____ OR Still Undecided

Project Leader:

Target completion date:

Progress Update:

ADDITIONAL NOTES FOR OLD BUSINESS:

NEW BUSINESS: *(New Ministry Proposals)*

Each Team Chair or Representative should be ready to facilitate the discussion of any of their team's new proposals listed below.

1. Proposal:

Resolution:

Goal Supporting:

Passed?: **Yes** **No** **Undecided** **Date:** _____

Project leader:

Target completion date:

Need Leadership Council Approval?: **Yes** **No**

Notes:

2. Proposal:

Resolution:

Goal Supporting:

Passed?: **Yes** **No** **Undecided** **Date:** _____

Project leader:

Target completion date:

Need Leadership Council Approval?: **Yes** **No**

Notes:

