A Sample Agenda

a. Opening Prayer

b. Spiritual thought—can be a pertinent scripture

c. Review assignments from previous meetings (secretary’s minutes)

d. Review New Convert Checklist status for each new member assigned to your quorum. Work to ensure that all steps are accomplished.

e. Review home teaching: results, route assignments, families with needs, PPIs.

f. Review service project requirements.

g. Review plans to involve members in missionary work.

h. Review plans to encourage members to attend the temple and do temple work. Review specific temple trip dates, carpooling, babysitting and needs.

i. Review assignments from bishop, PEC and ward council.

j. Identify candidates for priesthood advancement and reactivation. Develop plans to accomplish the goals.

k. Develop assignments for committees. Give them to the chairmen and have them attend presidency meetings quarterly to report on plans.

l. Make plans for social activities. Perhaps a quorum committee can take the assignment.

m. Review assignments made during the meeting. Ensure each person knows his assignment and expected completion date.

n. Closing prayer