

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