

## SAMPLE TEACHERS MEETING AGENDA

Start with refreshments or just coffee, tea or ice tea if it is hot. This activity alone will relax people and cause them to start interacting.

1. Share a quick thought that has come from your Bible reading. Make it positive, faith building and relevant. This will set the tone for the meeting. Pray for a open and productive meeting.
2. Go around the table/room and give people a chance to share positive praise reports and interesting incidents within their ministry areas.
3. Take time to appreciate your teachers as a group and individually. Make positive comments on something you observed them doing or from what they have shared. Weave this appreciation throughout the entire meeting time.
4. Take time to get feedback and listen to your teachers. Here are some questions to kick off the discussion.
  - On a scale of one to 10 how well are we accomplishing (name the activity)? Let's brainstorm 20 things we could do to move this up the scale one number.
  - What are we doing that is not accomplishing our goals? How can we change this to move us towards our goals?
  - What do we need to add? What do we need to drop?
  - What is the most effective part of our program or ministry? What one change can we create to make it better?
5. Teach a specific skill or activity. If possible break into age groups and teach age appropriate teaching skills. Depending on your situation perhaps you will teach a lesson on how to tell a story and not read it from the book. Or how to make the 15 minutes before class starts a relationship building time.
6. Cover any calendar or administration details that need to be discussed. You do this here so that you give the best part of your meeting to the most important items.
7. Take prayer requests and spend the last few minutes praying for each other and the needs that are represented.