

**Sample Meeting Agenda**

*The following sample meeting agenda is provided as an example to help in planning your core team meetings, especially your first gathering. This agenda is only meant to be a sample and can be adapted for your specific needs. Having a simple agenda planned in advance can help you stay on task and make the most of your time together as a team.*

***Walking with Moms in Need: A Year of Service*Core Team Meeting Agenda**

[Date]

**Opening Prayer***The parish leader should be prepared to open the meeting in prayer. He or she may choose to lead with an extemporaneous prayer or have a formulaic prayer prepared with copies for the group.*

**Introductions***If this is your first gathering, take time to go around the room and invite all core team members to introduce and share a little about themselves. This may need to be repeated at future meetings if your team continues to grow.*

**Overview of the Year of Service**

*Guide core team members through a simple overview of the* Year of Service*. Using the* [*Year At-a-Glance*](http://www.usccb.org/about/pro-life-activities/upload/WWMIN-January-2020-April-2021-Year-at-a-Glance-1-27-20.pdf)*, review the five phases of parish action and what each phase includes. Consider briefly reviewing the* [*Action Guide Summary*](http://www.usccb.org/about/pro-life-activities/upload/WWMIN-Action-Guide-Summary-SECURE.pdf)*. Invite members to ask questions and provide answers and clarification as you are able.*

**Review of Inventory Process**

*Review “Completing the Parish Inventory” to familiarize your core team with the steps involved in the inventory process. Allow core team members to ask questions and share their thoughts on the process. If you have a list of resources provided by your diocese, you may also want to share the list at this time.*

**Discussion and Action Items**

*During this section of the meeting, begin to tackle specific topics. This is where you’ll outline items for discussion or those requiring a decision or action to be taken. For your first meeting, you might want to discuss different strategies for completing the parish inventory and determine what your first steps will be.*

**Set Date of Next Meeting**

*Once your discussion and action items have been addressed, take a few minutes to discuss when your next meeting might be. While everyone is gathered together, compare schedules and think about the tasks that may need to be accomplished before the next time you gather.*

**Closing Prayer**

*Close your time together with prayer. The parish leader should be prepared to lead the closing prayer, but he or she may also invite other core team members to lead the prayer if they would like. Consider offering the “*[*Prayer for Pregnant Mothers*](https://www.walkingwithmoms.com/prayer-for-pregnant-mothers)*” at the end of each meeting.*