

Sample Agenda: Area Leader Running a Meeting with their Team Leaders

1. Chat
2. Short Bible time
3. Pray
4. Remind of vision
5. Review and Feedback
 - What did we do well last term, do you think?
 - Were there any issues/concerns/difficulties you saw/experienced over last term?
 - What do we need to do differently this term?
 - Do we need to be doing more to achieve our purpose/vision?
6. Training/equipping
 - Provide any appropriate training
 - Clarify any ways in which they would like your help
 - Clarify resource needs
7. Finish with Prayer
8. Actions for after meeting & set next meeting time

Sample Agenda: Area Leader meeting 1 to 1 with a Team Leader

Come having read the Team Leader's review form. This will give you things to discuss.

1. Chat
2. Read Bible verse and pray
3. How is the leader going personally?
4. Remind of vision
5. Review and Feedback of their ministry
 - What did your team do well last term, do you think?
 - Were there any issues/concerns/difficulties you saw/experienced over last term?
 - What do you need to do differently this term?
 - Do you need to be doing more to achieve our purpose/vision?
6. Training/equipping
 - Give any feedback on how they could improve as a leader
 - Provide any appropriate training
 - Clarify any ways in which they would like your help
 - Clarify resource needs
7. Leadership development
 - Identify potential team leaders.
 - Discuss ways to develop them.
8. People with pastoral issues on their team
 - Are there any people on their team with pastoral issues? What can be done for them?
9. Finish with Prayer
10. Actions for after meeting & set next meeting time