

## Level 10 Weekly Meeting Agenda

**Day:** \_\_\_\_\_ **Time:** \_\_\_\_\_ - \_\_\_\_\_ am (90 Minutes)

**Participants (Leadership Team):** ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_ ☐ \_\_\_\_\_

**Segue** (5 minutes) Turn off devices. Start promptly. Good news from each participant...

*(If 15 minutes of Bible study is inserted here, adjust IDS time to 45 minutes.)*

**Scorecard** (5 minutes) Report numbers relative to goals. Move issues to IDS.

Church attendance	Enrollments
Bible study attendance	Personal growth
Prospect contacts	Special Events
Member contacts	Budget
_____	_____
_____	_____

**Rock Review** (5 minutes) Review status of each leadership team rock ("on track" or "off track").

**Prospect and Member Headlines** (5 minutes)

**To-Do List** (5 minutes) Insert 7-day action items from last week. Done or not done?

<b>Actions/Steps Required</b>	<b>Resources Needed</b>	<b>By Date</b>	<b>Point Person</b>	<b>Outcome/Measurement</b>

**IDS – Identify/Discuss/Solve** (60 minutes) Current Issues List. Prioritize. Start with #1.

Priority	Issue (topic for debate or discussion)	Solution (Who does what by when?)
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**Conclusion** (5 minutes) Tie up loose ends.

- ⊙ Review and Recap New 7-Day To-Do List

**New To-Do List** (5 minutes) Insert new action items from today's meeting

Actions/Steps Required	Resources Needed	By Date	Point Person	Outcome/Measurement

- ⊙ Cascading Messages (What needs to be communicated? By/to whom, how, when?)
- ⊙ Rate this meeting (1-10) = \_\_\_\_ (How can we improve?)