

Sample Agenda:

_____ **Deanery Agenda**
Day, Date, Start Time - End Time
Meeting location, Address

GATHERING, SIGN-IN [Time]

CALL TO ORDER [Time]

Approval of Minutes from Last Meeting

Adopt Agenda for This Meeting

[Next, list the items of business to work on/discuss. Below are some suggestions]

Items to include at every meeting:

- Communicate actions of Executive Council
- Discuss Deanery issues
- Assess activity/progress toward diocesan-wide ministry goals
- Learn what needs to be considered by Executive Council and request that the Management Committee put those items on the EC agenda

Items for specific meetings:

January deanery meeting

- Elect as needed: Dean, Sub-Dean, and Secretary (2-year terms)
- Elect: Deanery Rep and Alternate (1yr terms)
- Set calendar and send meeting details for the upcoming year to the Bishop's office before Jan. 15
- Plan for the work the deanery will do together for the year

August deanery meeting (now optional)

- Review diocesan budget for the coming year
- Consider items to be brought before Convention, such as:
 - Nominations committee member or designee to discuss open positions, nominations process
 - Resolutions committee member or designee to discuss how to submit resolutions

October deanery meeting (*must be within 30 days of Convention*)

- Convention matters (budget, resolutions, elections, constitution & canon change(s), etc.)

LOOKING AHEAD (items needing follow-through, upcoming meetings/events) [Time]

ADJOURN [Time]

Deanery: [Northern, Southwestern, FW-East, FW-West, FW-South]

Date of Meeting: [mm/dd/yyyy]

Location:

People Attending:

Minutes

Called to order at [time]

Action/Discussion:

- Items specific to the month of the meeting (see Sample Agenda on p. 2)
- Deanery issues...
- Involvement in diocesan-wide ministry...
- Items to put on Executive Council agenda...

Business for Executive Council

New or Old Business	Description	Person following up

(to add more rows, right-click in the bottom row and select “insert row below”)

Adjourned at [time]

Next Deanery Meeting:

Date:

Time:

Location:

To follow up with the Executive Council and/or Management Committee, click below or type the website address in your browser to find info on the Executive Council, committee members, and email contacts:

<https://episcopaldiocesefortworth.org/committees/executive-council/>