

SAMPLE PROGRAM AGENDA

***Facilitator to place Program Agenda on Podium**

Welcome (Facilitator or Coordinator)

- Introduce Self, plus optional opening prayer
- Birthdays,
- First Time Attendees, (Explain New Attendee Forms)
- Acknowledge Monthly Team and any volunteers that provided services such as B
- Baking or decorating
- Announcements

Introduce Treasurer

- Free Will Offering

Devotion & Prayer (Team Member)

Lunch

Program (Add details) Theme example: "Hidden Treasures"

Closing Prayer - (Team Member)

Note: Outside Speakers must be approved by the Ministers prior to planning program –
Complete the form for Outside Speaker and give it to the Quarterly Coordinator.