



## A Successful LWML Meeting

Note:

An agenda technically refers only to the items of business at a meeting.

The term program may also include speakers and other non-business items.

### Program for a One-Session Meeting

1. Call to order.
2. Opening devotion, prayer, and/or Bible study.
3. Roll call (optional), welcome new members and/or guests.
4. Approval of minutes.
5. Treasurer's report.
6. Reports of officers and/or committees.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.
11. Program. Program may take place before or after the meeting.

### Conducting a Meeting

Begin promptly, at the scheduled time. Do not overly rush, but do keep members on task.

1. Call the meeting to order.
2. Have an opening devotion, prayer, and/or Bible study conducted by the pastor or a member.
  - a. Contact that person prior to the meeting so that person is prepared.
  - b. Provide a time limit.
3. Roll call is optional but do introduce and welcome new members and/or guests.
4. Secretary is asked to read prior meeting minutes, if not previously sent to members.
  - a. Ask for any corrections.
  - b. Declare the minutes "approved as presented" or "approved as corrected."
5. Treasurer is asked to give her report.
  - a. Ask members if they have any questions.
  - b. Declare "the report will be placed on file."
6. Reports. Ask other officers and committee chairmen for their reports, if any. (A motion arising from a report is taken up immediately.)
7. Unfinished business.
  - a. Present to the group any business items discussed in a previous meeting but not resolved.
  - b. Ask if anyone would like to make a motion regarding any of the items, if a motion was not made at the previous meeting. There should be a motion, the second to the motion, discussion on the motion, put the question, and announce the result.

8. New business.
  - a. Bring new items of business before the group.
  - b. Ask if anyone has any additional items of business.
  - c. Ask for the motion on any new business items.
9. Announcements should include date, place, and time of the next meeting.
10. Adjournment. Ask “Is there any further business? If not, the meeting is adjourned.”
11. A program may follow that might include a speaker, service project, informational skit, etc.

LWML Structure Committee  
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