

Brotherhood of St Andrew Chapter Meeting Example Formats

Example 1

Pre COVID meeting agenda below, meeting designed to run from 7 AM to about 8:10 AM

- Opening Prayer
- ***Breakfast***
- ***Opening hymn - Brotherhood Hymn #1 - Jesus Calls Us***
- Devotional Handbook pages 3 to 5
- Bible study - usually a facilitator and break into small groups, we encourage using the lectionary for the next day (not mandatory) or devotionals from the Devotional Handbook
- Old/new business - service/project reports
- Chaplain's report
- Prayer circle
- ***Brotherhood Hymn #2 - I Was Searching***
- Devotional Handbook pages 5 and 6
- Secretary maintains minutes and distributes post meeting
- Breakfast \$ donations are collected, deposited in a BStA designated Church bank account

During COVID the ***bold , italicized, and underscored items*** are eliminated and zoom meetings run from 8 AM to 8:50 AM or thereabouts.

Example 2

- 8:00 – 8:15 am Devotional Handbook pages 3-5, Opening Hymn “Jesus Calls Us”
 - Prayer List for sick and distressed (Secretary keeps list and posts it for internal use only)
Devotional Handbook pages 13-14 (Chaplain or Meeting Leader)
 - Breakfast
- 8:15 - 8:30 am Chapter Business
 - Treasurer’s report; Old/New Business (Committee updates) Rector’s Comments (optional)
- 8:30 – 8:55 am Chapter Members lead Bible Study, Spiritual Message, and/or Video Programs
- 8:55 – 9:00 am Closing Devotional Handbook pages 5-6
- Secretary maintains minutes & chapter member roster. Email/Texting are 2 two primary ways to communicate. Optional is a phone tree for the members and other church men and youth
- Treasurer collects money from fund raising events/special donations. Funds held at the church earmarked as men’s ministry financial resources.
- Vice Director serves in absence of the Chapter Director.
- Chapter Director conducts meetings, appoints committees and prepares annual parish meeting report. The latter is also used for BStA Annual Chapter Report (ACR). Secretary supplies
- the membership roster to the ACR. (See Chapter Development Guide www.BrothersAndrew.net under Resources/Training)