

## **Rector Orientation Meeting Agenda**

1. Opening Prayer – Spiritual Director
2. Discussion - Chairman
  - a. Asks Rector if he/she has read the Essentials, the Constitution, and the Procedure and Policy of SETN and understand them – any questions
  - b. Review Secretariat Policies and Authority
  - c. Discuss weekend date
  - d. Rector presents scripture, song, visual and theme
  - e. Go over Rector's Team Selection Worksheet - Rector presents BUR, heads and professors names for approval
  - f. Committee discusses and approves/disapproves names
  - g. Explains to Rector that he/she may call only the Head, Assistant Head, BUR, Head Prayer, Head Kitchen and Assistant Head Kitchen at this time.
3. Secretariat Spiritual Director explains to rector how Spiritual Directors are selected and receives rector's request for Head Spiritual Director
4. Leaders Person
  - a. See if Rector needs additional printouts from the Data Manager – example community by churches
  - b. Sets date for Final Team Selection Meeting
5. Closing Prayer – Spiritual Director