

Great Meetings Don't Just Happen

simple steps to life giving meetings

Three Essential Questions

- ✱ **Do you have a clear purpose for meeting?**
- ✱ **Do you have a solid plan?**
- ✱ **Do you have the right people?**

A Clear Purpose

A clear purpose begins with the end goal.

1. Why are you meeting?
2. What needs to be accomplished or decided?
3. Is this meeting connected to prior or subsequent meetings? How? Why or why not?
4. Who will implement the decisions?
5. Is the purpose of the meeting clear to others so they can come prepared?

A Clear Purpose

Our Purposes are part of our Structure.

1. Article II Bylaws (Support, Direction & Oversight)
2. Article III Bylaws (Ministry Clusters)
3. Two-way communication
4. Connection among ministries
5. Freedom to form smaller, ad hoc teams

A Solid Plan

A solid plan achieves your purpose(s).

1. What kind of meeting do you need?
 - 1.1. Strategic/long-term planning meetings clarify purposes or goals. *Direction Team*
 - 1.2. Tactical/short-term planning meetings implement established strategies using an existing “tool kit”. *Support Team*
 - 1.3. Creative meetings address difficult problems or new challenges. *Vitality Team*

A Solid Plan

Strategic/long-term planning meetings

1. Strategic/long-term planning meetings clarify purposes or goals.
 - 1.1. Typically take more time.
 - 1.2. Need appropriate resources. (Space, Flip charts, White boards, Markers, etc.)
 - 1.3. Require skillful facilitation enabling full participation.

A Solid Plan

Tactical/short-term planning meetings

2. Tactical/short-term planning meetings implement established strategies using an existing “tool kit” of Trinity’s Policies & Procedures.
 - 2.1. Time required depends on agenda.
 - 2.2. Need appropriate resources (Space, Prior reports, pertinent information, specific expertise).
 - 2.3. Require skillful moderation to be effective and thorough.

A Solid Plan

Creative meetings

3. Creative meetings address difficult problems or new challenges.
 - 3.1. Takes high quality time, specially allotted.
 - 3.2. Need appropriate resources. (Space, Resources that address the problem (books, articles, data, Scripture, best practices developed by others, specific expertise)
 - 3.3. Require skillful facilitation enabling free & full participation, critical thinking, evaluation of potential unexpected outcomes.

A Solid Plan

The meeting structure expresses the plan.

1. How do you structure your meeting? By an agenda including:
 - 1.1. A sequence of items that are arranged by priority, with the most important first.
 - 1.2. A simple, clear description of the purpose of each item to help maintain boundaries.
 - 1.3. A realistic estimate of the time required. Items that span more than a single meeting may need sub-points.

A Solid Plan

Effective meetings need leadership.

2. What is the basis for decision making?

2.1. Consensus via discussion.

2.1.1. Needs strong, engaged leadership to monitor progress & participation and prevent drift

2.1.2. Coaching for participants as needed.

2.2. Approval after explanation.

2.2.1. Wise use of parliamentary procedure.

2.2.2. Communicate what's happening.

A Solid Plan

The leader's role is to be prepared to lead and to equip others to participate.

1. Before — Preparation of the Agenda is intended to be collaborative.
2. During — Moderate meeting, fostering the effective contributions of others.
3. After — Evaluate the meeting and follow through with necessary steps. Begin to anticipate and plan for your next meeting. Identify opportunities to collaborate; delegate to smaller, ad hoc meetings.

The Right People

The right people includes all who can contribute to the purpose of the meeting.

1. People with position on the team at hand.
2. Those with particular expertise to help reach good decisions.
3. Other stakeholders.

Why do Meetings Matter?

- ☀ Effective meetings use time well.
- ☀ Effective meetings attract effective leaders.
- ☀ Effective meetings lead to better decisions which foster the spiritual & relational health and missional vitality of the church.
- ☀ Effective meetings bless people and honor God.