



# Questions to Ask When Creating Teams

## BEFORE FORMING A TEAM

- What are we seeking to accomplish? What do we hope will be different as a result of this project?
- What's the deadline for accomplishing our goals?
- Is forming a team the best way accomplish our goals or are there other ways to get the job done?
- How many team members are needed? What's the ideal size for this team?
- How long will team members meet? How often will they meet? Will they meet in person or online?
- What criteria are we using for selecting team members?
- Who will write job descriptions for individual and collective team roles?
- Who will be the team leader? What qualities must the leader possess?
- What do teams need to know, or be able to do, to thrive within this team?
- What resources are needed to help the team collaborate (Google Drive/Docs, Zoom, Slack, etc.)?

## SELECTING TEAM MEMBERS

- What information will be given to prospective team members when inviting them to serve?
- Do we need to prioritize the list of prospective team members?
- How will team members be invited to serve? Who will extend invitations and follow up?
- What information will be shared with a team members after they agree to serve on the team?

## ORIENTATING THE TEAM

- Who will orient the team? When will the orientation take place?
- What would be some "wins" for the orientation process?
- Are there norms or concepts need be reinforced at the orientation?
- What will we do to build community and trust within the team?
- How will we help the team be mindful of God's presence in the process?
- Will the team create a covenant or establish group norms during the orientation?
- What decisions does the team need to make during the orientation time (future meeting dates, etc.)?
- Is there anything team members should read or do before the orientation?
- How will this team be recognized within their organization or faith community?

## ONGOING TEAM FORMATION

- How will we continue to deepen relationships among team members after the orientation?
- How will we help team members continuously set, celebrate, and learn from their goals?
- At what points during this project will team members assess their health, pace, and progress?
- How will we help team members assess what they need to keep doing? Stop doing? Start doing?
- What specific skills do we need to help leaders develop (e.g., leading meetings, managing projects, etc.)?
- Who is responsible for assessing and supporting team members?

## BRING CLOSURE TO THE TEAM

- Who will help bring closure to the team?
- How will the team be recognized for their contributions? Will this be done privately and publicly?
- How will team members bring closure to their roles and responsibilities?
- How will information and learnings from the project be archived?

