



Tips for Leading Better Meetings

Meetings should be life-giving, transformative experiences that deepen relationships, equip leaders, celebrate wins, and move ministry forward. Effective meetings foster spiritual discernment, develop leaders, hold people accountable for their commitments, and pay attention to results. Listed below is a sample agenda for a leadership team meeting.

SAMPLE "90 MINUTE" MEETING AGENDA

1. **Devote:** Read Deut 6:4-9; pray for discernment/wisdom.
2. **Recite:** Review our mission, vision, values, and covenant.
3. **Deepen:** Break into groups of 3-5 people for caring conversations.
4. **Approve:** Review/approve meeting minutes & monthly reports.
5. **Equip:** View and discuss *Tribal Leadership* YouTube video.
6. **Brainstorm:** List ways to enhance internal communications.
7. **Review:** Review previous assignments; celebrate recent wins.
8. **Commit:** Set, review, celebrate and update 7/30/90-day goals.
9. **Vote:** Discuss/approve 2022 Policies & Procedures Manual.
10. **Build:** Build next month's meeting agenda; set date and time.
11. **Evaluate-All:** Rate the meeting on a scale of 1-10 (10=terrific)
12. **Evaluate:** A leader shares 1 thing we could stop/start/keep doing.
13. **Close:** Wrap up the meeting by reciting the Lord's Prayer.

SAMPLE "90 MINUTE" MEETING AGENDA

- What would need to change to make our next meeting a "10?"
- What should we keep doing? Quit doing? Start doing?
- Did we accomplish what we intended?
- Did we discuss what matters?
- Was there good energy? Was there laughter?
- Was it Spirit-driven? Were we discerning God's intentions?

8 QUESTIONS TO ASK BEFORE SCHEDULING A MEETING

1. What do we hope to accomplish at the meeting?
2. How long should the meeting be to accomplish desired outcomes?
3. Who needs to be at the meeting? Who doesn't?
4. Should this meeting be held in person or via Zoom?
5. Should it be a "stand up" or "sit down" meeting?
6. How do leaders need to prepare for the meeting?
7. What do people need to do/complete before the meeting?
8. Who is responsible for leading each portion of the meeting?

TEAM MEETING BEST PRACTICES

- Members are provided a current and accurate ministry description.
- New members receive an orientation to equip them for effective service.
- Members are provided with a roster.
- Members take time to learn about each other and celebrate their gifts.
- Members take time to learn together.
- Members regularly evaluate meetings to improve future ones.
- Members review/recite team covenant.
- Members receive agendas 3 days before meetings and minutes within 3 days following meetings.
- Meetings start and end on time.
- Members read reports before meetings
- Reports are rarely discussed at meetings.
- Meetings stick to the stated agenda.
- Meetings address the right issues.
- Assignments are tracked and reviewed.
- Short-term wins are celebrated.
- Absent members submit comments related to the agenda before meetings.
- The agenda reflects missional goals.
- All members participate in discussions.
- Members speak for themselves
- Members make decisions based on what's best for the organization.
- Meeting minutes are archived online.
- Meeting summaries are included in e-newsletters.
- Work that doesn't involve group process is performed outside of meetings.
- Input is solicited from all members.
- Members speak up if unhelpful or inappropriate things are said at meetings.
- People laugh 5+ times at meetings.
- Members pray for each other; pray before key decisions; pray for the church.

