

MEETING RHYTHM & EXECUTION (SOP)

PURPOSE

To ensure all leadership meetings are **focused, efficient, and outcome-driven**, resulting in clear decisions, aligned teams, and measurable progress toward the church's vision.

CORE PRINCIPLES

1. **Clarity over conversation** – Meetings exist to produce decisions, not just discussion
 2. **Ownership over ideas** – Every action has a responsible owner
 3. **Execution over intention** – What gets assigned gets done
 4. **Consistency over chaos** – Same rhythm, same structure, every time
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DECISION MAKING PROCESS / RULES

1. All non-departmental decisions made in a Lead Team Meeting with Pastor Russ approval.
 2. No Silver Bullets
 3. Clarity over opinion
 4. No crosstalk
 5. Speak for yourself
 6. Work through processes and systems in place
 7. We don't pick on people we pick on systems. Nothing is personal
 8. Execution Tracking (PCO / ClickUp)
 - a. Reviewed at the start of every Departmental Meeting
 - b. Updates shared in each Leadership Team Meeting
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MONTHLY MEETING RHYTHM

1ST MONDAY — VISION & ALIGNMENT

All Staff Meeting (9:00–10:30 AM)

Purpose: Inspire, align, and communicate direction

Required Deliverables:

- Monthly vision focus communicated
 - Key wins and testimonies shared
 - Top priorities for the month defined
 - Staff alignment confirmed
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Lead Team Meeting w/ Senior Pastor (10:30 AM–12:00 PM)

Purpose: Direction and major decisions

Required Deliverables:

- Top 3–5 priorities approved
 - Strategic direction clarified
 - Major decisions finalized
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2ND MONDAY — EXECUTION (LEAD TEAM)

Purpose: Remove obstacles and move initiatives forward

Required Deliverables:

- Bottlenecks identified and resolved
 - Progress on priorities reviewed
 - Clear next steps assigned
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3RD MONDAY — OPERATIONS & PEOPLE**Directors Meeting (9:00–10:30 AM)**

Purpose: Cross-department alignment and leadership development

Required Deliverables:

- Calendar conflicts resolved
 - Resource coordination aligned
 - Systems or process improvements identified
 - Leadership development provided
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Lead Team Meeting (10:30 AM–12:00 PM)

Purpose: Turn operational insights into decisions

Required Deliverables:

- Operational decisions made
 - Staffing or leadership adjustments discussed
 - Systems improvements approved
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4TH MONDAY — FINANCE & SUSTAINABILITY

Lead Team Meeting w/ Senior Pastor (10:30 AM–12:00 PM)

Purpose: Financial health and long-term planning

Required Deliverables:

- Budget performance reviewed
 - Financial decisions approved
 - Resource allocation clarified
 - Future financial risks identified
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5TH MONDAY — STRATEGIC OFF-SITE

Time: 8:00 AM–12:00 PM

Purpose: Focus on long-term growth and strategy

Required Deliverables:

- Next quarter priorities established
 - Strategic initiatives defined
 - High-level problems solved
 - Leadership alignment strengthened
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STANDARD MEETING STRUCTURE

All meetings STAY CONSISTANT and follow this structure:

1. Opening (5–10 minutes)

- Prayer
 - One win or testimony
 - Purpose of meeting stated
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2. Dashboard Review (10–15 minutes)

- Attendance
- Giving
- Volunteer engagement
- Key ministry indicators

Rule: No deep discussion—clarity only.

3. Priority Discussion (40–60 minutes)

Focus:

- Decisions that need to be made
- Problems that need solving
- Strategic priorities

Not allowed:

- Long updates
 - Unstructured brainstorming
 - Off-topic discussion
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4. Action Items & Assignments (10–15 minutes)

Every meeting must produce:

- Task / Deliverables
 - Owner
 - Deadline / Due Dates
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5. Closing (5 minutes)

- Recap key decisions

- Confirm next steps
 - Close in prayer
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MEETING EXPECTATIONS

- Calendar invites sent at least **1 week in advance**
 - Agenda distributed **24 hours prior**
 - Meetings start and end on time
 - A moderator facilitates the meeting
 - A note-taker captures decisions and action items (Next Steps)
 - Recap sent within **24 hours**
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REQUIRED ROLES

Moderator

- Keeps meeting on track
- Enforces agenda
- Ensures decisions are made

Note-Taker (Capture)

- Captures decisions
- Records action items
- Sends recap

Participants

- Come prepared
 - Stay focused
 - Own assigned actions
 - Give Updates
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COMMUNICATION & FOLLOW-UP

After each meeting:

- Recap email sent within 24 hours

- Includes:
 - Key decisions
 - Action items (Deliverables)
 - Owners
 - Deadlines (Due Dates)
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NON-NEGOTIABLE RULES

1. **No Agenda = No Meeting**
 2. **No Owner = No Action**
 3. **No Deadline = Not Real**
 4. **Updates should be sent ahead, not discussed live**
 5. **Stay on topic—honor time and focus**
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SUCCESS INDICATORS

A meeting is successful if:

- Decisions are made
 - Priorities are clear
 - Everyone knows their next step
 - Follow-through happens
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CULTURE STATEMENT

We honor one another by preparing well, communicating clearly, and executing with excellence.

FINAL PRINCIPLE

Meetings are not the work.
They exist to move the work forward.