

Effective Meetings

Hillview United Methodist Church

January 28, 2018

Karen Gowland, Presenter

Are you lonely?

Tired of working on your own?

Do you hate making decisions?

Do you have lots of spare time?

HAVE A MEETING!

- You can –
 - See people
 - Show charts
 - Feel important
 - Point with a stick
 - Eat cookies and donuts
 - Impress your friends



Meetings: The practical alternative to getting things done!

KEYS TO AN EFFECTIVE MEETING

- Have an effective leader
- Open with prayer
- Set clear expectations for meeting
- Let the agenda be your guide
- Set action items, due dates, and accountability
- Take minutes and use them effectively
- Meet to live: don't live to meet

Why Are We Meeting?

- Each group/committee/team should have a charter
 - Why do we exist/what is our purpose?
 - How does our purpose align with the larger organization's missions and goals?
 - What is our operation and structure?
 - Who is the leader?
 - Who is on the committee or team?
 - How many members make for an effective team?
 - How often do we meet?
 - What are the expectations of team members?
- What outcomes are we expecting?

Sample Expectations of Members

- Time
 - Attend all meetings (usually X times each year)
 - Participate in sub-committees, as needed
 - Be an active participant in the larger organization
- Talent
 - Support the mission and goals of the larger organization
 - Provide active input at meetings: ask questions
 - Respect other team members and maintain confidentiality
- Treasure
 - Be an effective steward of the organizations' resources
 - [Is there a financial commitment?]
- Thrill
 - Have fun with friends, new and old
 - Reignite your audacious spirit

The Effective Leader

- Sets clear meeting objectives
 - Put this in the notice of the meeting
 - “We are meeting to accomplish the following: . . .“
 - 20% should be reporting/80% looking forward
- Makes arrangements for meeting room and AV needs
- Keeps the meeting moving
 - Meeting should be structured to last < one hour
 - Allots time in advance for each agenda item
 - New items or tangential items should be limited
- Aims to reach consensus (not unanimity)
 - Ensures everyone has had an opportunity to be heard
- Follows up with action items

The Effective Agenda

- Is sent to all participants ahead of the meeting
 - And seeks any new agenda items (New Business)
- Has a start and end time (One Hour!)
- Opens with prayer and a reminder of purpose
- Allows 10-15 minutes at the end of the meeting
 - To recap action items and accountability
 - To discuss purpose and goals of next meeting
 - To schedule future meetings
 - To close with prayer

Sample Agenda

Hillview United Methodist Church Meeting Agenda October 4, 2018

1. Opening Prayer
2. Overview and Purpose of Meeting
3. Approval of Minutes
4. Financial Report
5. Correspondence (committee reports, letters, info from other committees)
6. Old Business
7. New Business
8. Recap of Action Items and Upcoming Events
9. Next Meeting
10. Closing Prayer

Effective Minutes

- If you don't need minutes, you probably shouldn't be meeting!
- Minutes are not a transcript of the meeting
- Respect confidentiality and dignity of meeting
- Note all actions voted upon
- Note all actions to be taken
 - What action?
 - By whom?
 - By when?
- Should be submitted within a week of the meeting
- Should be used as a communication tool with other groups within the church
- Records retention (forever?)

Sample Minutes

Hillview United Methodist Church

Church Council Minutes

October 4, 2018

Call to Order

Notes who chaired meeting, time, place, attendees, quorum. Joe Smith opened the meeting with prayer and the chair overviewed the purpose of the meeting.

Actions Taken

Lists all votes taken or decisions made during the meeting.

Follow Up Items

List all items to be followed up (what, by whom, by when?)

Financial Report

X gave the financial report of the church. As of _____, the organization has Income of \$ _____, expenses of \$ _____, and retained earnings (reserves) of \$ _____.

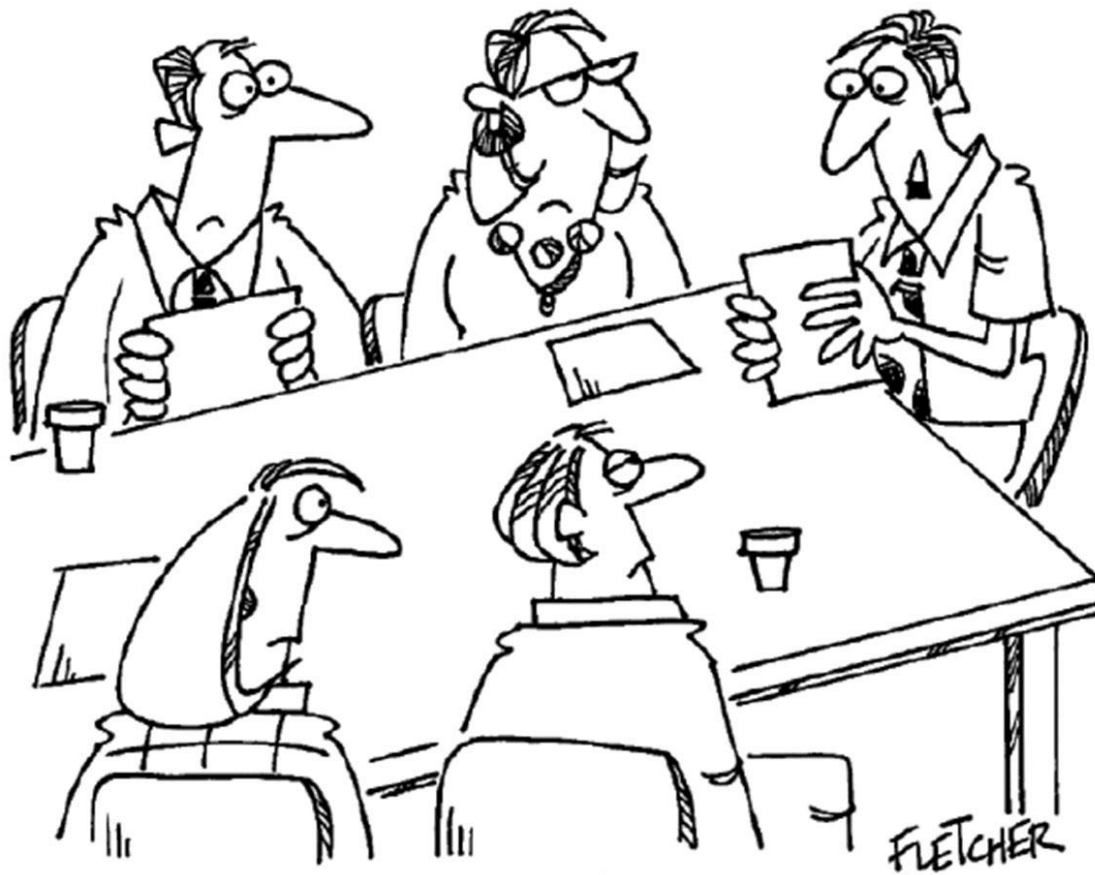
Correspondence and Ministry Reports

Old Business

New Business

Adjournment

Chair Jones recapped the following action items: . . . And overviewed the upcoming meeting to be held Jane Smith closed the meeting with prayer. The meeting adjourned at [one hour!]



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"After Ted closes with prayer, there will be a brief meeting in the parking lot to determine what, if anything, was actually decided in this meeting."