If You Dread Meetings, You will Love This Workshop!

GLAPCE

October 9-11, 2018



What bugs me most about meetings…

1. Opening Exercise
2. Introductions – Name? Which church? What is your role? What kind of meetings will you be leading?
3. Mutual Invitation (Eric Law) – Handout A
4. Opening Prayer

 A – Adoration

 C – Confession

 T – Thanksgiving

 S – Supplication

Other examples: Handout AA

1. Objective: For each participant to take away at least one new idea for leading meetings that will make him/her a better facilitative leader and to make her/his meetings more productive and ones in which members will want to participate.
2. Overview – If you have questions, - Use of Parking Lot
3. Setting the Stage: There is a difference in a church meeting and a PTA meeting or meeting at the office. **It’s all about community**
4. We are called to be in community with one another – to care for one another – while we are doing the work of the church
5. Successful meetings come from the group who functions as a community

 Think about… Do icebreaker: Name 5 people who…

1. Ways to form community from the very start of a meeting
	* Refreshments!
	* Opening Devotional – Assign ahead of time
		1. Word, Share, Prayer – Hand out B

 http://vitalchurchesinstitute.com/pages/word-share-prayer

 80 possible bible studies – allow 21 minutes

* + 1. Where have you seen God at work in your life..
		2. Read a book together – discuss a chapter each meeting
		3. Individual choice

1. Team/Personal Habits – Handout C
2. Team Covenant - Handout D

1. Team Habits in detail
2. Use Robert’s rules – as a guideline (not law!)
3. Written by Henry Martyn Robert in !876 and was called the Pocket Manual of Rules of Order for Deliberative Assemblies
4. Why use Parliamentary Procedure?

"The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member’s opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion."

[Robert's Rules of Order Newly Revised [RONR (11th ed.), Introduction, p. liii]

1. Why not use Robert’s Rules?
2. Difference between consensus and compromise.
3. Start on time – honor those who are on time
4. How to deal with a latecomer
5. The All-Important Agenda
6. Yogi Berra once said, “If you don’t know where you are going, you might end up some place else.”
7. Failing to prepare means preparing to fail
8. Agenda Examples – Hand out E
9. Put times on agenda – this really helps if someone gets carried away. You refer to the agenda to get back on track – less personal
10. Send out a week in advance
11. Decision making – Robert’s Rules

Quiz!

1. Entire team supports decisions following votes – no parking lot meetings
2. Minutes at every meeting – bullet points (pearls!) are okay!
3. Ways to be green – Drop Box – www.dropbox.com
	1. Other uses of Drop Box
4. Send out as soon after the meeting as possible
5. Action Items – either at bottom of minutes or separate spreadsheet
6. Buddy system
7. End on time – leave 10 minutes at conclusion to recap, “I wish that…, I’m glad that…,” take prayer requests, and pray
8. Personal Habits in detail
	* Challenging one another – importance of conflict
	* Additional one – no killer phrases!
	* No Electronic Grazing
9. Visioning and Strategic/Long Range Planning
	* Schedule an annual “Advance” – offsite
	* A time to get to know each other
		1. Two truths and a lie – mutual invitation
		2. Other Ice breakers – Handout F
	* Get your brain ready to brainstorm!
		1. Importance of Brainstorming
		2. Wordles – Handout H
	* Write a mission statement
		1. Mission Statement Exercise – Handout I
		2. Examples of Mission Statements
			1. The Christian Education Ministry Team mission at Northwoods is to: ***Embrace, Excite and Equip*** the Northwoods community to live out the call to discipleship.
			2. Northwoods’ Children’s Ministry Team Nurtures, Educates, and Inspires children and their families to be disciples in the Faith, hope, and love of Jesus Christ.
			3. The Mission for Focus is to inspire, illuminate, and ignite contagious discipleship through the leaders and emerging leaders of the church.
	* Road map for the year – Handout J
	* Visioning/Long Range Planning – Handout K
		1. First determine areas of responsibility and scope
		2. Where do you want to be 3 years from now?
		3. Work backwards from that point to present
		4. Keep this list evergreen
10. Virtual/Online Meetings
	* Scheduling – Doodle.com
	* Video calls
		1. Skype – to video call a group, free for up to 25
		2. Google +hangout – up to 15 folks – free!
		3. Zoom.us – up to 100 participants – unlimited calls – 40 min. limit
		4. Others?
	* Guidelines for Video calls
		1. Mute all participants unless talking
		2. Same structure as a face-to-face meeting
		3. Do not attempt reading in unison!
		4. Others?
	* Conference Calls – audio only
		1. freeconferencepro.com – up to 200 participants - free
* one person signs up with user name and password
* set up a conference time
* email confirmation is sent with call in # and passcode
* forward email to participants
* calls may be recorded
	+ 1. freeconferencecall.com
		2. Others?
	+ Guidelines for audio only calls
* Same structure as a face-to-face meeting
* Everyone should identify themselves before speaking
* Hardest thing is when several folks talk at one time
* Others?
1. Be a flexible leader!
	* Be aware of your natural leadership behaviors in working with people
		1. Do you give orders?
		2. Do you withdraw?
		3. Do you take o more than you should?
		4. Do you try to get everyone involved?
		5. Do you go day by day, or do you keep your eyes on the future?
		6. How do you react to conflict?
		7. Do you like to give detailed instructions or let the group do its own thing?
		8. What do you want most from a leadership experience?
		9. When at first you don’t succeed, what do you usually try next?
	* Observe how others lead when you are a member of a group. Observe how the group reacts to the leader.
		1. How do you feel as the meeting goes on: ignored? appreciated? relaxed? tense? bored? engaged? run over?
		2. What behaviors do you observe that you would like to add to your repertoire?
		3. What does the leader do that you think is ineffective with this particular group?
	* Understand your group
		1. Is the group’s task problem solving or policy making?
		2. Does the group see you as a player or as the coach?
		3. Do you have the respect of the group, or do you have to earn it?
		4. How experienced and strong is the group?
		5. How much follow-through do you expect of group members?
	* Avoid the “slave” and “martyr” roles
		1. Slave –
			+ takes on a disproportionately large share of the committee’s work because the highest priority is to avoid conflict and keep others happy
			+ rather than leading the group, the slave does it all
			+ will occupy himself with trivial tasks so that he always seems to be very diligent
		2. Martyr –
			+ controls a group by means of guilt
			+ takes on a disproportionately large share of the work and then makes other members feel badly that they did not do their part
			+ enjoys being pitied
			+ like everyone to know how indispensable she is
		3. both patterns deprive groups and individuals of opportunities to meet challenges and achieve success
2. Questions and Challenges
	* What bugs me most about meetings slips – Have the issues been dealt with?
	* Other challenges?
		1. Meeting dominators
		2. Someone who leaves early
		3. Term limits
	* How to Handle a Complaint
3. My gripe is:
4. What I’m really concerned about is:
5. What I really hope will happen is:
6. So my goal is:
7. So I’m willing to:
8. Recap and Wrap
	* My inspiration for setting up the Children’s Ministry Team – Handout L
	* Wanted: Church Leaders!
	* Remember that even the best leaders cannot avoid problems and obstacles

So let the problems be your teachers

* + 1. God can bring good out of any situation
		2. God uses our weaknesses
		3. God leads, we follow

**God doesn’t call the qualified, God qualifies the call.**

1. Revisit Objective of Workshop
2. Closing

Note: For “clean” electronic copies of handouts, email me and I will invite you to a Dropbox folder

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