Team/Personal

“HABITS”

Team

* Use Roberts rules as a guideline
* Start meetings on time
* Agenda for each meeting
* Decision making – Roberts rules - motion, discussion, vote
* Entire team supports decisions following votes
* Minutes taken at every meeting
* Action items – maintain an evergreen list with dates, person responsible, status
* Utilize a “buddy system” to bring members up to date who had to miss a meeting
* End meetings on time

Personal

* Pray frequently for God’s blessing and guidance
* Listen for understanding
* Ask for what you want
* Challenging one another is important and necessary

(must not be done on a personal basis)

* Think outside the box
* There are no “dumb” questions
* Think before speaking
* Only one person speaking at a time (no side conversations)
* Be sensitive to members “not engaged”, invite them in
* ***No electronic grazing***
* Be open to change
* Practice patience
* Prepare before each meeting
* Pray frequently for God’s blessing and guidance