

Leadership Tips

TOPIC: MEETINGS

1.	<p>“Where do we meet?” A good place to meet with your ministry team is in the church library (room off the church foyer that has several shelves of books). It is okay to meet in a home or another location, but please let the church office know.</p>
2.	<p>“What day should we meet?” For many church ministry teams we have already established a meeting time (see church calendar). If you need to select another time, please contact the church office and speak with the pastor. If you are looking to establish a NEW meeting time, please contact the church office and speak with the pastor. He will be able to assist you based on experience and the church calendar demands.</p>
3.	<p>“How do I get the meeting time out to the church?” You may contact the church office. The secretary will help you. It can be placed in the bulletin and on the church calendar.</p>
4.	<p>“Should I contact the people coming to the meeting to remind them?” That would be a great idea. Calling or writing a note to each person who is supposed to be there is a terrific idea. We all need reminders. As the meeting time becomes a regular routine, the committee or board members will become aware of the meeting naturally.</p>
5.	<p>“What happens if we have to cancel a meeting?” The first thing you must do is to contact the church office. Often times, the day of the meeting, committee members will call the church asking if there is still going to be a meeting. If you call the church office, the staff can help you get the word out.</p>
6.	<p>“Why should we cancel a meeting?” If the weather is bad (snow, stormy, etc.) and the weather is a threat to someone driving here for the meeting, then it is a good idea to postpone the meeting. Another good reason to cancel a meeting is if nobody is planning to come to the meeting. If your committee consists of 4 people and 2 are not going to be there, then you might want to think about postponing it.</p>
7.	<p>“What is the difference between postponing and canceling a meeting?” Canceling a meeting means that your regularly scheduled meeting will not happen until the next regularly scheduled meeting. Postponing a meeting means you are going to reschedule the meeting for another future day before your next regularly scheduled meeting.</p>
8.	<p>“Is there a bad reason to cancel a meeting?” Yes there is. If you think you have nothing to discuss. The Healthy Church task force recently presented a description of what a disciple (DDP) looks like. That information alone should provide great discussion for a least a whole year.</p>
9.	<p>“Should we pray at the meeting?” Most definitely. We should have a prayerful dependence on God. What better place to live out that vision than on the committees and the boards that do the work of the church.</p>

10.	<p>“Should we have devotions at the meeting?” Yes. It does not need to be a 30-minute message, but someone needs to do a brief devotional. A brief look at the Word of God will align our thoughts with what God desires. It would help if the devotional dealt with a specific theme you will be addressing in the meeting.</p>
11.	<p>“Who should do the devotional?” The ministry leader can provide the spiritual nourishment from the Word of God. After awhile the other “teammates” can be called on to provide a devotional in future meetings. With leadership from the leader (chairman), it can be a very beneficial time. Special Note: Please come prepared to have someone do the devotional and make sure the one giving the devotional is ready. Please do not shoot from the hip.</p>
12.	<p>“What is an agenda? Should I have one for the meeting?” An agenda is a list or program of things to be done or considered. It is a great help to have one for each meeting. Some agendas can be complex and some can be very simple. Some people prefer to see what direction the meeting is going to go. It will help them to know how to participate and when to participate. There is a sample copy attached to this document.</p>
13.	<p>“Do we have to follow Robert’s Rules of Order?” It would be good to do so, if you can. I find that people are not very good at carrying out all the rules because they can’t remember them. What usually happens is that there is a watered down version that most churches use. If you would like to use Robert’s Rules of Order you may want to contact resident experts in the church.</p>
14.	<p>“Do we need a secretary to record the minutes of what happens?” Yes. The leader sometimes serves as the secretary as well. That makes it hard for the leader to run the meeting as well. It is wise to ask someone to serve as secretary for the meeting.</p>
15.	<p>“What should the secretary write down?” They should record several things. They should record: the date and time of the meeting, the people present at the meeting, the listed items on the agenda, minutes from the last meeting, what was talked about, what decisions were reached and what time the meeting was over. That is a simplified way of answering the question. A sample copy of is provided with this document and it will help the secretary know what to do.</p>
16.	<p>“How late should the meeting go?” Most meetings take place on the weekday, which means many people need to get up and go to work the next day or have another commitment. Be sensitive to your committee members. Give them enough time to get home and wind down from a busy day.</p>
17.	<p>“What happens after the meeting?” Good question. Clean up the room you used and make sure things are put away. Turn off the lights. Have the secretary type up the minutes (like the format supplied) and get a copy as soon as possible to every person on the committee and a copy to the church office. After that, everyone needs to work on the items that were discussed. There must be follow through on what was decided.</p>
18.	<p>“Should I call the committee members between meetings?” That would be helpful. You can remind them of their different responsibilities that were assigned to and the items they volunteered for. Special Note: Be very careful not to make committee decisions in casual conversation while talking to another committee member.</p>
19.	<p>“What happens if I need help with something?” First thing you should do is pray. Right after you pray, call the pastor or the church secretary. It is very possible that he can help you find a solution to the situation.</p>

SAMPLE AGENDA

Christian Bear Lovers Committee

January 15, 2005

Location: Church Den

Time: 7:00 pm

Devotions: Pastor Grizzly - 1 Samuel 17:34-37

Opening Prayer: Ted E. Bear

Minutes from last meeting: read and approved

Reports or Updates from Various Sub-Committees:

- Picnic Basket Ministry Update – Yogi (chairman) and Boo Boo (vice-chairman)
- Forest Fire Protection Ministry – Smokey
- Care Group Ministry – Gentle Ben

Old Business:

- Football Outreach to the Poor and Afflicted in Chicago
- Ski Trip to Yellowstone
- Honey Distribution Program

New Business:

Closing Prayer: Pastor G. Adams

Next Meeting: February 15, 2005 at 7:00 pm

SAMPLE minutes

Christian Bear Lovers Committee

January 15, 2005

Location: Church Den

Time: 7:00 pm

Those Present: Ted E. Bear, Yogi, Boo Boo, the group from Chicago, Pastor Grizzly, Pastor G. Adams, Gentle Ben, Smokey, Jack Nicholas (the Golden bear), several members from the Yakima Bears

Pastor Grizzly opened us in devotions from 1 Samuel 17:34-37. It was sad but uplifting.

Ted E. Bear opened us in a time of prayer.

The minutes from the last meeting were read and approved.

Reports or Updates from Various Sub-Committees:

Picnic Basket Ministry Update – Yogi let the committee know that everything was going well. There will be a lot more tourists this year to “evangelize.”

Forest Fire Protection Ministry – Smokey reported that he has been to several schools in the area and everything is going well. He also wanted everyone to know that: “Only you can prevent forest fires. Special thanks to Smokey for all his work.

Care Group Ministry – Gentle Ben reported that the ministry is growing in leaps and bounds. There are plenty of bears hurting out there. This ministry is needed. Ben wants another \$50 per month for refreshments (see new business)

Old Business:

Football Outreach to the Poor and Afflicted in Chicago

Discussed: *(in detail)*

Action: Moved that we accept this as our outreach for the fall. (seconded and approved)

Special Notes: Be praying for a new leader.

Ski Trip to Yellowstone

Discussed: *(in detail)*

Action: Moved to cancel. (seconded and approved)

Honey Distribution Program

Discussed: *(in detail)*

Action: Moved to accept the 1000 gallons of free honey. (seconded and approved)

New Business:

\$50 bucks per month for refreshments – Gentle Ben

Discussed: *(in detail)*

Action: Moved we recommend to Ben to use the 1000 free gallons of honey and saved the \$50. (seconded and passed)

Pastor Grizzly Adams closed us in prayer. We adjourned at 9:01 pm.

Next Meeting: February 15, 2005