

SURFACE TO SOUL

Live Well | Lead Well | Coach Well

6 Elements to Embed into Your Meetings

Try embedding the following items into your meetings

1 | CENTERING TIME

- Begin staff meeting by lighting a Christ candle. Or put on a prayer shawl.
- Take 10 minutes to dwell in the Word and discern God's intentions.
- Invite participants to share where they've seen God at work in their life and ministries.
- A win might be a changed life, a testimony shared by a member or a customer, a big event, growth, or positive movement in any metric you track.
- By celebrating wins, your team is reminded of the value and meaning of their work.
- Recommended Time: 5-10 Minutes

2 | CELEBRATION TIME

- Invite staff to celebrate recent wins.
- Share milestones reached related to personal or ministry goals.
- Share bright spots in people's personal lives.
- Recommended Time: 5-10 Minutes

3 | CONNECTION TIME

- Part of building a healthy team is cultivating healthy relationships.
- Add a fun or relationally-focused activity or discussion to the meeting.
- Invite people to share responses to the "How Has God SHAPED Me" form.
- Recommended Time: 10 Minutes

4 | COMMUNICATION TIME

- Address housekeeping items that need to be communicated to all staff.
- Review the church calendar; share the "big rocks" coming up in the next 30-60 days.
- Mention key decisions that have been made or new initiatives that everyone should be aware of.
- Recommended Time: 5 Minutes

5 | COLLABORATION TIME

- Invite staff to share what they need from each other to complete their projects.
- Spend time addressing an item that may be hindering people's capacity to do their best work.
- Take time to brainstorm and dreams together
- Get discussing. This portion of the staff meeting is where we dig into any items that require more concentrated discussion. We might collaborate on an upcoming event, discuss a staff-wide goal, or brainstorm a new initiative. If it's something that requires significant time, we'll schedule a separate meeting.
- Recommended Time: 10 Minutes)

6 | CROWDSOURCING (and learning) TIME

- Read a book together and share learnings and ideas.
- Invite a staff member to summarize learnings from a conference they attended or a podcast they listened to.
- Share what's working or not working with each other; draw upon the team's collective wisdom.
- Recommended Time (15 Minutes)



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