

Build Better Meeting Agendas

Meetings should be life-giving, transformative experiences that deepen relationships, equip leaders, celebrate wins, and move ministry forward. Effective meetings foster spiritual discernment, develop leaders, hold people accountable for their commitments and pay attention to results. Listed below is a sample agenda for a leadership team meeting.

SAMPLE "90 MINUTE" MEETING AGENDA

1. Devote | Read Deuteronomy 6:6-9.
2. Recite our mission, vision, values, and covenant.
3. Break into groups of 3-5 people to connect.
4. Review/approve minutes & monthly reports.
5. Discuss chapter from *Surface to Soul* book.
6. Brainstorm ways to improve communications.
7. Review previous assignments; celebrate wins.
8. Review 30-day and/or 90-day goals from plan.
9. Discuss motion to approve
10. Build next month's agenda in light of goals.
11. Evaluate meeting; close in prayer.

EVALUATE YOUR MEETINGS

Have members rate the meeting on a scale of 1-10 (10=terrific) related to energy, process and what was accomplished. Then ask:

- What would we need to do differently to earn a rating of "10"?
- What should we KEEP doing?
- What should we STOP doing?
- What should we START doing?
- Did we accomplish what we intended?
- Did we discuss what matters (goals/mission)?
- Was there good energy? Laughter?
- Was it Spirit-driven?
- Did we discern God's intentions?
- Did each member leave with an assignment?
- Did members learn something new about ministry, leadership, or each other?

QUESTIONS TO ASSESS YOUR PRACTICES

- Do members have a clear job description?
- Are members equipped to lead well?
- Are members given a leadership roster?
- Are members provided with a team manual?
- Do members have or create a team covenant?
- Do members evaluate their meetings?
- Do members evaluate their work/roles annually?
- Do members receive agendas before meetings?
- Are meeting notes sent to members within 3 days?
- Do members arrive on time for meetings?
- Do meetings start and end on time?
- Do members read reports before meetings?
- Do meetings stick to stated agenda items?
- Are agenda items related to annual goals?
- Do meetings address the right issues?
- Are assignments tracked and regularly reviewed?
- Are members assigned 2-3 hours of work to do between meetings?
- Do all members engage in discussions?
- Do members speak for themselves and on behalf of what's best for the organization?
- Are meeting minutes archived online?
- Are meeting summaries shared beyond the team?
- Is work that doesn't involve group process is performed outside of the meetings?
- Is input solicited from all members?
- Do members take initiative for addressing inappropriate comments or concerns?
- Do members follow through on commitments?
- Do members laugh 5+ times at meetings?

BEFORE SCHEDULING MEETINGS, ASK:

- What do we hope to accomplish?
- Who needs to be part of the conversation?
- Should this meeting be held online or elsewhere?
- What do members need to read or do to prepare for the meeting?



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