

# SURFACE TO SOUL

Live Well | Lead Well | Coach Well

## Rethink Your Meeting Norms

1. Review the "AS A RULE" questions found in the left-hand column below.
2. Identify one or two current norms to replace.
3. Ask, "WHAT WOULD HAPPEN IF" questions found in the right-hand column. about the rules.
4. Select new ways of being or doing to replace and reinvent the original rules.

### MEETINGS: AS A RULE . . .

- Who plans the meeting agenda?
- When do leaders receive the agenda?
- Do agendas focus on our mission, vision, and values?
- When do we recite/review our mission?
- When do we review short- and long-term goals?
- When and how do we celebrate our progress?
- During meetings, who speaks the most? The least?
- How often do people pray/discern during meetings?
- How often do we pray for each other during meetings?
- How much time is spent learning during meetings?
- How many times do we laugh during a meeting ?
- How much time is spent brainstorming at meetings?
- How much time is spent during meetings to build friendships?
- How long are our meetings?
- How often do we deviate from our planned agenda?
- Who take meeting minutes?
- When are minutes sent to leaders?
- Are leaders assigned projects to complete between meetings?
- What do leaders do if they are not present for meeting?
- Do leaders read reports before coming to meetings?
- How is information from meetings shared with members?
- How are decisions made at meetings?
- Do we evaluate our meetings? If so, when and by whom?

### MEETINGS: WHAT WOULD HAPPEN IF . . .

- Others helped shaped the meeting agendas?
- Leaders received agendas at least 1 week before?
- Our agendas directly reflected our mission/values?
- Every leader knew and embraced the mission?
- We reviewed goals and commitments at every meeting?
- We celebrated with members at least quarterly?
- Everyone leader voiced their opinion? Came with ideas?
- We prayed for discernment? For next steps?
- We prayed for people's families and their callings in life?
- We discussed a book together? We watched a video?
- We started meetings with a joke or a great quote?
- We spent 15 minutes listing better ways to do ministry?
- We knew each other's life and faith story?
- Our meetings were 90 minutes long?
- We deferred unscheduled items to future meetings?
- We created minutes via Google docs during the meeting?
- Everyone had access to the Google Doc?
- Every leader was assigned a "sprinter task?"
- Absent leaders submitted ideas/reports beforehand?
- Every leader was prepared to discuss agenda items?
- Info was shared in weekly e-news? monthly newsletter?
- Motions were listed in the agenda with background info?
- Leaders offered feedback verbally and by index cards?



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