

## **Church Leader Tool: How to Lead an Effective Meeting**

The Golden Rule (Matthew 7:12): Lead every meeting as you would want meetings you attend to be lead.

### Purpose of An Effective Meeting

1. Advance the Mission of the Church
2. Communication
3. Plan the Ministry of the Church
4. Faith Building

### Dynamics of An Effective Meeting

1. Leadership and Lead the Meeting
2. Social and Task Oriented
3. Good Decisions and Efficiency
4. Teamwork and Individual Gifts
5. Challenge and Harmony
6. Involve All Equally
7. Generate Multiple Ideas

### Details For An Effective Meeting

1. Meeting Invitations
2. Advance Written Agenda
3. Start on Time
4. Use the Agenda
5. Take Minutes
6. The "Parking Lot"
7. When Needed, Form Taskforce
8. Leave Think/Q and A Time
9. Limit Distractions
10. Consider a Conference Call
11. Consider Collaborative Tools
12. Develop Yearly Calendar If Helpful
13. Evaluation
14. Next Meeting
15. End on Time
16. Follow Up On Decisions