



How to Run a Staff Meeting

Meeting Purpose

The purpose of a staff reporting meetings is to maintain coordination, alignment, and momentum in achieving our Great Commission goals. This means we're all focusing on how we can lead people to Jesus and teach them to follow Him. To do this we need to communicate and evaluate what we are all doing so we can coordinate our efforts and stay in alignment with one another. Momentum is maintained by creating a system of measurable action steps that will be reported on in the following meeting.

Meeting Frequency

If you have a paid staff, then weekly reporting meetings tend to work well. If you have a volunteer staff team, then monthly staff meetings should be fine.

Best Practises

- Everyone should plan ahead to give a status report and make a contribution. We need to come prepared with a notepad and calendar.
- Set up the meeting space to be a safe, comfortable, and collaborative environment.
- Begin the meeting on time. When you start late to train people to come late, and you punish those who came on time. What you tolerate becomes the standard.
- Welcome everyone to the meeting and make them feel valued.
- Eliminate distractions. Unless absolutely necessary, do not allow electronic devices and distractions.

1. Lead with the WHY

Begin the meeting with a prayer of alignment followed by a 3-5 minute devotional. Typically, this devotional should be focused on reinforcing our Great Commission mission. Vision leaks over time and the natural gravitational pull of a church is to become inward focused – fight this constantly. Occasionally, you'll want to lead a devotional that addresses something that's going on in the life of the church (i.e. a crisis, pressing issue, lapse in positive church culture, etc.).

2. Train to the WHY

Prepare to give a 3-5 minute teams training session. Unfortunately, repetition doesn't always bring progress and development (are you honestly better at tying your shoes this year than you did 10 years ago?) so constant leadership training is a must. The best training comes from an understanding of where your team is at, in terms of leadership skills, and what skill do they need to develop next. A close second is to teach whatever leadership principles you are currently learning yourself – growing churches are always led by growing leaders.

Some best practises to keep in mind:

- Grab their attention. Begin with something that's positive, interesting, and perhaps a little bit out of the ordinary.
- Speak as little as possible. Give your team an opportunity to be heard, to speak, and to participate.
- Allow them to discover for themselves. Use group discussion. By asking a question rather than giving a solution, you'll help your team learn and internalize more.
- Keep it brief. At most, you should train for five minutes. Every word that you say beyond that time diminishes what you said before.

3. Report to the WHY

All of our activities need to be focused on our main Great Commission mission. It doesn't do us any good to have the Great Commission written on the wall and yet not form the core of our goals and activities.

Every team member should report on several things:

1. Give a status update on their commitments from the last meeting.
2. Explain what they're doing to engage people outside the church.
3. Explain what they are doing to integrate newcomers.
4. Explain what they're doing to lead people to Jesus.
5. Explain what they're doing to teach them to follow Him.
6. Explain what they're doing to develop their leaders.
7. Inform the team what they're planning next.
8. Ask for help and/or input.

4. Issues to Discuss

While a brainstorming or creative meeting should be a separate meeting, sometimes there may be an issue you will need to address and/or ask for input on.

5. Assign Action Steps

Meetings without action steps are demoralizing. To give your team a sense of real accomplishment (and, um, to actually accomplish something) measurable action steps need to be assigned, agreed upon, with a deadline.

Post-meeting Follow-up

Every team member should promptly receive an email with a list of our collective action steps and their respective do dates. This generates both momentum and accountability.