

How to lead effective meetings

Handout 1/10 from DIY Workshops W8

<https://www.john-truscott.co.uk/Resources/DIY-Workshops-index>

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Clarifying purpose: Why does this group exist?

Start the answer 'So that' not 'Because'

Drop the word 'committee' if you can

Include negatives

Educate the whole group

Why are we having this meeting?

The agenda needs to guide towards the answer

The agenda should not be just a shopping list

The Chair is responsible for ensuring the agenda does this

See Training Notes TN61, *Mapping out a meeting*

How to lead effective meetings

Handout 2/10 from DIY Workshops W8

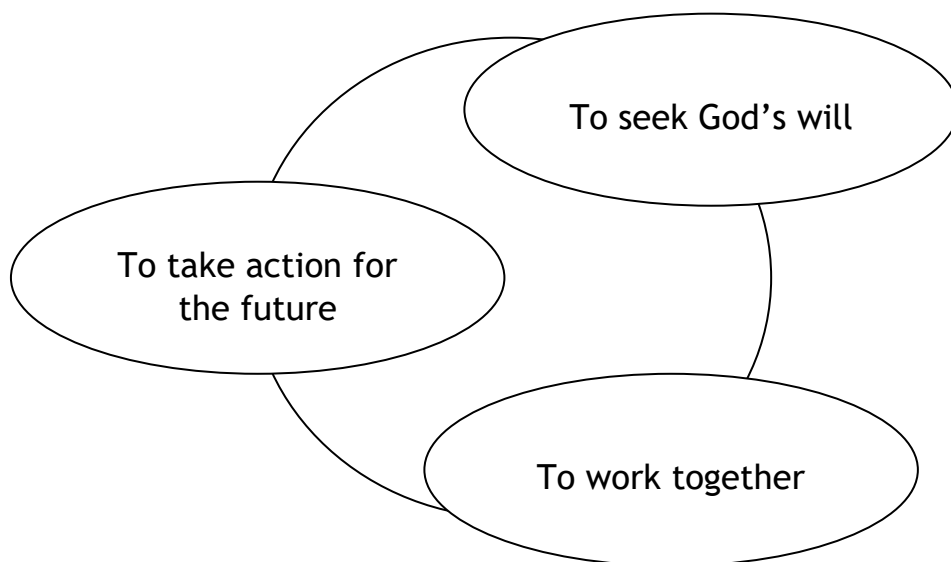
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The three-fold purpose of any Christian business meeting

Here is a suggested set of three interconnecting ideas for the purpose of any Christian business meeting.



To seek God's will

To take action for the future

To work together



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Practical issues

Timing

- 1 Time of day and day of the week
- 2 How people are feeling as they arrive
- 3 Length of meeting

Input

- 1 Introductory papers
- 2 Background understanding
- 3 Agenda design

Comfort

- 1 Surroundings: heat, light, air, sound, distractions
- 2 Furniture especially chairs
- 3 Refreshments and breaks

Equipment

- 1 Flipchart
- 2 Tech communication tools
- 3 Resources (including spares)

Layout

- 1 Formality
- 2 Equality
- 3 Sight-lines

The value of a flipchart

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Building the team

1: We live 365 days a year

Practical implications

2: We love because we want to achieve together

Practical implications

3: We listen to each other, so that we can hear God

Practical implications

4: We are led first as a team, secondly in our meetings

Practical implications

Two distinct roles: Team Leader and Chair

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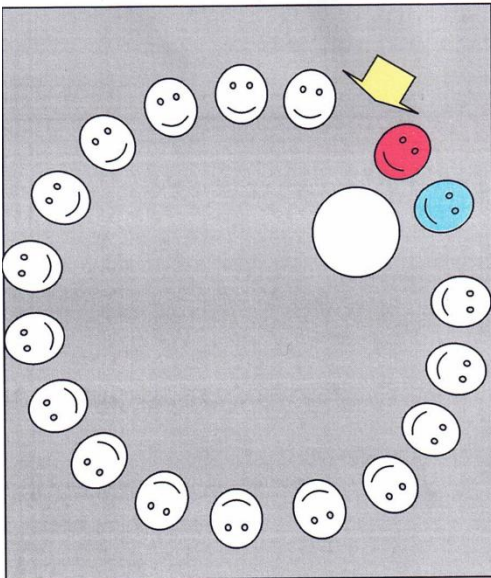
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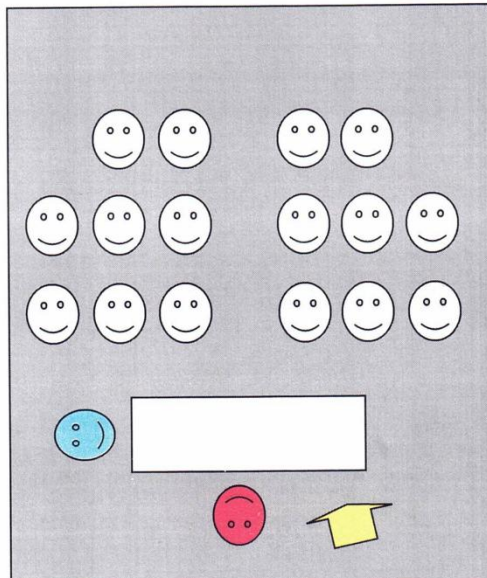
Seating layouts for a meeting

Red is in the chair, blue is Secretary, yellow arrow represents flipchart or screen. What are the advantages and disadvantages of each layout?. Would one of them work better than your present arrangements in your meetings? Which ones are good at enabling teamwork?

A

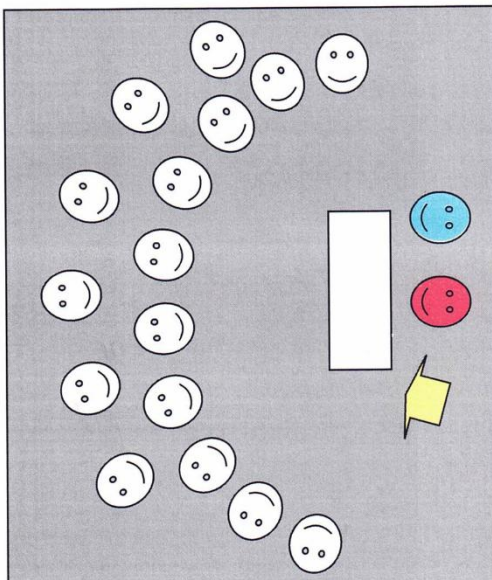


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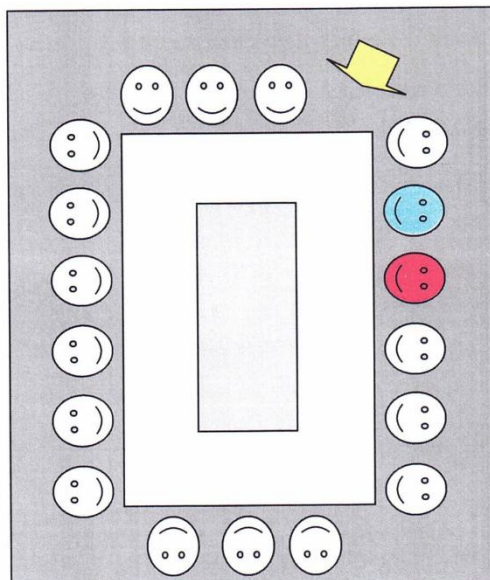


Notes

C



D



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A purpose statement for those who chair

T HEOLOGY

O VERSIGHT

C LARITY

H ARMONY

A GREEMENT

I NVOLVEMENT

R EVIEW

How to lead effective meetings

Handout 7/10 part 1 from DIY Workshops W8

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How to chair meetings – an orchestral approach

1: Prepare the symphony

Study the score

Gather the orchestra

Rehearse the concert

Set out the platform

Check the recording

2: Attend to the orchestra

Tune the instruments

Send clear messages

Watch all sections

Repeat key themes

Show no favouritism

continued over page

How to lead effective meetings

Handout 7/10 part 2 from DIY Workshops W8

<https://www.john-truscott.co.uk/Resources/DIY-Workshops-index>

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How to chair meetings – an orchestral approach *cont.*

3: Select the tempo

Study the whole symphony

Choose the right speeds

Keep the orchestra in time

Avoid conducting from the keyboard

Judge the concluding speed

4: Direct the players

Learn from the greatest conductor

Draw in those who are not playing

Control the wannabe soloists

Retune those who go off-key

Consider whether you are the right conductor

How to lead effective meetings

Handout 8/10 from DIY Workshops V8

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Using your body to control the meeting

Posture

Face

Hands and arms

Exercise 7: a quiet and shy member

Exercise 7: a loud and talkative member

Exercise 7: someone who goes off the point

Exercise 7: someone who raises a pet subject



How to lead effective meetings

Handout 9/10 from DIY Workshops W8

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Exercises

Exercise 1

In groups of three list and share all the advantages participants can think of for getting a group of people together to take decisions.

You might want to differentiate between in-person meetings and those conducted with the use of tech such as Teams or Zoom.

Then share the results for each group in a plenary session with comments from the leader for each suggestion. Meetings can offer wisdom, community, shared experience and variety of view.

Exercise 2

In the same groups share stories of what people have seen going wrong in meetings (with some care not to point the finger at other people in the room!). What might the causes be for each one of these? How can these causes be corrected?

Exercise 3

Take any recent church/PCC meeting you were involved in. How well would you score it for each of these three in the diagram? What might be changed to increase the scores?

Exercise 4

Select one or more of these questions to discuss.

What would be the practical difference if any group we are part of that meets for business were to fully work to those three principles? Note how radical the three points really are.

If you were allowed a fourth principle on the purpose of a Christian business meeting that was central, what would it be?

What part should prayer and Bible study play within a meeting? And what about before and after the meeting?

Exercise 5

Take any group that meets regularly for business that you are part of. A group becomes a team when the following conditions are met.

1: There is a common task and vision – everyone is aiming for the same big picture.

2: There is an agreed way of working that everyone has signed up to..

3: There is a committed and closed membership who depend upon each other.

4: There is an identified leader of the team.

What changes are needed for your group to operate like a team?

What might be the noticed difference if this were to happen?

Exercise 6

This workshop has argued that there should be two leadership roles for a Church Council or other body that meets regularly (see page 5). You need a Team Leader to build the team and a Chair to run the meetings.

It would make the position clearer if these were two different people, especially as they call for different gifts.

Team leadership calls for people and leadership gifts. Chairing calls for organisational skills to make the meetings effective. *Continued over*

Discuss in groups what the team leadership role might look like and then react to the following statement.

In most cases the Minister should be the Team Leader and not the Chair provided a gifted Chair is available. They are in a much stronger position at meetings if not in the chair because they can speak their mind. Building the team goes more closely with a Minister role. (And, yes, I am aware of what Anglican legislation says about the Minister being the ex officio PCC Chair! But they can hand over the role.)

Exercise 7

Have a plenary demonstration and discussion on how facial expression and use of hands and arms can control the meeting.

Try some demonstrations on what is suggested in the text here.

Obtain people's views on what can be done with specific speakers: (1) a very quiet and shy member, (2) a loud, over-talkative one and (3) one who goes off on a tangent or raises a pet subject or issue.

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Handout 10/10 from DIY Workshops W8

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Resources to support this workshop

Here is a listing of items on my website relating to church meetings. Go to the Resources section of the site.

<https://www.john-truscott.co.uk/Resources>

Note that there is more to leading a meeting than what has been covered in this workshop. These items can fill out the previous pages.

Articles

- A5 How to chair meetings* *
- A20 Annual meetings *can* be different
- A24 Mission-shaped Church Councils
- A40 Going deeper into meetings – planning
- A41 Going deeper into meetings – people

Training Notes

- TN8 Major decisions: a new approach
- TN13 A purpose statement for those who chair* *
- TN45 Are you sure it's minutes you need?
- TN61 Mapping out a meeting (agendas)
- TN71 Seatings for meetings* *
- TN97 How to minute a meeting
- TN118 Why, exactly, are we meeting?* *
- TN125 How to take major decisions
- TN128 Effective staff meetings
- TN147 The role of the PCC
- TN150 Prayer at church business meetings

* * This event contains significant amount of material from these items.