

# Meeting Toolbox

"Perhaps Hell is nothing more than an enormous conference of those who, with little or nothing to say, take an eternity to say it." - Dudley C. Stone, *Journal of Systems Management*

- ◆ Meeting Templates
  - Huddle
  - Weekly Tactical
  - Monthly Strategic
  - Semi-Annual Off-Site Review
  -
- ◆ Tabs / MAPS (customize to fit your church)
  - General Office
    - Schedules: Time off, appointments,
    - Moose -on-the-table
    - SPR Connection
    - Maintenance
  - Programs
    - Worship
    - Children, Youth, Adult Programs
    - Missions / Outreach
    - Preschool
    - Music
  - Special Events
    - Fall Festival
    - VBS
    - etc.
- ◆ Flags
  - Red - Stop, too many details
  - Black - Move to the parking lot

## Four Rules of Business Protocol

by Dan Sullivan

- ◆ Arrive on time
  - ◆ Do what you say you will do
  - ◆ Finish what you start
  - ◆ Say please and thank you
- 

## Janet's Rules of Engagement

- ◆ Be Coachable
- ◆ No Turfs! It all belongs to God.
- ◆ Forgiveness
- ◆ Team Covenants
- ◆ Think of an idea as a gift, give it away and see what happens