



Congregational Vitality

## Morning Huddle

Inc. Magazine has an interesting take "The Art of the Huddle: How to run a prompt, productive, and painless morning meeting." Daily huddles are short, start and end on time, and allow leaders to ensure that the team is aligned and increases productivity. Problem solving is forbidden (i.e. deferred to a different meeting that does not take the entire group). The meeting is entirely focused on *what* people are doing...not *how*. It organizes the individual AND the organization. Huddles also equalize the team as everyone is present with the same accountability.

These huddles keep people focused on strategic goals, provides timely answers to hot issues, ensures team members are accountable to each other, identifies issues that require more detailed follow-up, and validates and synchronizes top priorities.

### **\*All cell phones and technology are off.**

- ✓ Led by person in charge (Pastor or Office Manager). May be done within a program (e.g. pre-school)
- ✓ Agree on starting time. If someone is working from home or on the road, join by phone. Otherwise it is the responsibility of the person to find out what was missed.
- ✓ No one prompts the meeting. That starts another culture of "I don't have to show up if they don't call me."
- ✓ No more than 5-7 minutes, Standing.
  - If they become meetings, speak up
  - Commit to having even if only two people are present
- ✓ "Is there any reason anyone cannot participate 100% today?" (or something like that) This gives a mind-shift that our office day is starting and let go of other distracters.
- ✓ Adjustments can be made promptly. Also stops the micro manager and the person who overloads themselves.
- ✓ Quickly go around and say who has what going on that day, who is out, visitors expected, calls expected, etc.
- ✓ End with an inspiring thought, quote, or scripture.