



Congregational Vitality

Staff Meeting

(45 - 90 minutes)

- ✓ Facilitator position rotates (decide how: birth month, backwards alphabetical)
 - Keeps meeting moving, on task, assigns sections of meeting
- ✓ Timer/Flagger
 - Start, time for a break, stop the discussion, flag if off topic or too detailed
- ✓ No excuses for missing
 - Keep this time as non-optional

1. Review old business _____mins.

a. Use of MAPS (Ministry Action Plans)

2. New business _____mins.

a. Has to be posted by the day before

b. Has to have a proposed solution

c. Cannot be anonymous

d. Not too detailed

3. Closure – a positive thought, reading, glory sighting, scripture, or statistic.

4. Template of the meeting is passed to the next facilitator