

Some Staff Meeting ideas that I have collected- RE: Why, What, Who and When?:

#1 Weekly. Tuesday mornings

Assure that the vision is constantly passed on to other staff members at the meeting.

Assign tasks and follow up on previously assigned tasks.

My Senior Pastor has given me the job to run most of his meetings because he has a tendency to talk too much.

I have the meetings over in 60 minutes.

We also take one staff person each week and pray for them.

#2 Weekly, Tuesday mornings, for communication purposes.

We go over the calendar, make sure all parties know what they have to do for upcoming events.

We determine what announcements to make in the Sunday bulletin and on the midweek email blast.

I bring in all correspondence that I don't know what to do with, as well as requests from committees and outside users for building use that go beyond ordinary meeting space and may require custodial support.

Sometimes we "analyze" the previous Sunday's service, especially if something unusual happened

#3 We have ours for the exact same reasons. I cannot imagine a week going by without a staff meeting. I think we would all be lost! We cover an entire month's worth of activities on our calendar and each person gives up an update on their department. It is extremely helpful to all of us

#4 In our setting (700 attendance) our staff meetings are primarily for:

1. prayer for the Body (we pray through pray cards and other needs we know about)
2. to discuss items/events/ministry that effects the whole staff (secretary included)
3. to update/discuss ministry regarding policy/pastoral care type issues (exempt staff only)
4. to sharpen each other through theological or topical studies such as leadership

#5

1. We have a weekly meeting for admin staff. For this, the purpose is to ensure "nuts and bolts" communication regarding upcoming events. (Like: Christmas is coming up - so what does that mean for our facilities people?, what about communications?, what do greeters need to know?, etc.).

The format is that each person shares...

- A few things he or she has accomplished in the last week
- A few things he or she hopes to accomplish this week
- What's happening in your department?

(The first two questions help get to the third.)

There are times that I have agenda items for them. (I ask the attendees beforehand for topics.) If there are agenda items, this sharing is about 1 minute per person ("Caffeine Round"). If there are no agenda items, we have the "Decaf Round" and take time to ask further questions after someone shares.

2. We have a monthly all-staff meeting. I believe the meeting is one element helping the staff build relationships, which seems to lead to lower turnover. It is important for us because our people work varied schedules, and this is the only time we're all together. It is multi-purpose: visioncasting (to make sure we are all moving in the same direction), a time of prayer and sharing (to hold up these values among our staff), and just to have a time of announcements. Some things are just better to hear or discuss in person rather than to read over email.

Here is the format:

Prayer – (15 minutes)

Announcements / Business (15 minutes). There is always something that we need to "get on the same page" about or communicate.

Teaching – (20 minutes). This is vision sharing or devotional or something like that.

Discussion in small groups –(20 minutes) - regarding whatever the teaching was.

Sharing & Stories – (30 minutes). To have a time in which all staff have a chance to what things are happening in our church. People share from their ministries or departments, so everyone knows what is happening.

We had some conversations and changed to this current format after leaders read "Death By Meeting" by Patrick Lencioni. We realized that we were having too many meetings, and too many unfocused meetings. We don't do things exactly the way he recommends, but it started some good discussions that got to the bottom of what is right for us.

#6I was asked that question many times by a leader who hates staff meetings. His thought: they are unproductive. His style was to control the agenda, paint a blue sky picture and make off the wall requests for improvement that no one bought into. Thus, unproductive, indeed.

The points I communicated were wrapped in a package he could accept: "You like to hire self-starters, people who don't need pep rallies and job planning sessions, people who perform and get results, therefore, why waste their time with a staff meeting?"

1. Even self-starters need management. You can continually communicate the vision of where we're headed and what it takes to get there.

2. Performers define success by what is proven, rewarded and celebrated. You can continually point to the win and publicly praise the team or individuals achieving it.

well, gotta go to a staff meeting...I'd be happy to share the exhaustive list offline... my recommendation would be to buy him a copy of Seven Practices of Effective Ministry by Andy Stanley, Reggie Joiner and Lane Jones (Northpoint Community Church) www.norhtpointresources.com or www.multnomahbooks.com and let him come up with the idea that staff meetings are great. You can't convince him, but you can let him tell you why they're important if he grasps the concepts in that book.

#7 All staff [support(4)/pastoral(5)] meets every day. Not everyone is at each meeting due to staggered days off. Pastors meet separately only as a need arises to cover confidential pastoral care issues.

Monday we review Sunday's service, new guests and pray for needs communicated.

Tuesday we pray for Staff needs.

Wednesday is a business/administrative meeting.

Thursday we pray for church body needs as updated during the week

Friday is to cover last minute items before the weekend.

Since everyone has offices all over the building, it is good team building to ensure we see each other at least once a day. All meetings except for Wednesday usually go for 30-45 minutes

#7

We meet twice a month on Tuesday mornings. We begin with all staff (support and ministerial) for the purpose of calendar and communication. The ministerial staff continue with strategy planning and development after that. The total time spent is about 1 1/2 hours.

The Senior Pastor and I also divide up and meet twice a month with each individual minister (on the other Tuesdays in the month) to do more specific communication, support, prayer and training. This meeting will last approximately 1/2 hour with each minister.

We also have a "group" time each morning @ 8:10 for prayer and communication of hospital, nursing home, home health and community issues.

#8

Our staff meets weekly on Wednesday morning for 2 hours - Pastors, Youth Staff, Music Director and office staff. Sunday School superintendents join us once a month. The purpose of the meeting is communication, coordination and advance planning. We find these meetings keep communications from falling through the cracks. Everyone has the best intentions of communicating but remembering which staff members you "updated" is a challenge. With the weekly meeting, the conversation will trigger other pertinent communication that all need to know. Plus we have the opportunity to provide input to planning and to ask about who is in charge of an event, who will lock up, who is coordinating with other ministry teams or staff members for current events. The planning session is key to calendaring, scheduling and fewer surprises. Those of us who plan ahead also successfully "nudge or occasionally PUSH" those who don't plan make some decisions and start planning.

We have a short devotion or bible study. Next we update the prayer list* followed by a round table update of upcoming events / activities. With this update there is opportunity to ask questions, provide input or just be aware of

scheduling, ownership, and coordination of the event. Usually each week we will focus on specific advance planning for special or holiday worship services, inter generational events, church goals, etc. After the meeting, the pastors, music director and office secretary will review the worship service and bulletin for the week.

*Prayer list - Pastors and office staff give updates for those actively needing health and wellness care. Each week we send a post card to 15 member families saying we will be praying for them at staff this week. Each staff member reaches out to 2-3 of these families during the week. We find out how they are doing and if they have any specific prayer requests. If they have a request that is confidential, we will have one of the pastors call them back. It is a great way minister to individual members and for staff to get to know and sometimes involve some of our not so active members.

#9

Meeting is on Tuesday, usually 1 – 1.5 hours beginning at 10:30 am.

We pray for each other, church family and misc requests

Have a devotion sorta, our Sr. Pastor is reading excerpts from a book he's reading something about success and Jesus, "Jesus in the Midst of Success", by Charles Morris

The good, bad and ugly of Sunday service,

The calendar, who, what, when and where and any planning that needs to be done

Policy issues,

Sermon topics, flashing sign messages,

Sr. Pastor, Assist. Pastor, Music Dir., Youth Dir., Children's ed dir., secretary, communications guy, and me, the admin.

The first 4 guys go out to lunch usually after the meeting

Some meetings are more productive than others

What ever each staff member wants to talk about

I think some staff meetings are more productive than others, but at the same time our staff comes and goes so much that this is the one time we see each other all week. So as far as communication, and are we on the same page, the meetings are productive. Do we digress and talk about personal issues, yes, but that also brings us closer together as a staff.

#10

We have daily devotions for all staff (15 minutes) (*prayer for the day, each staff member leads devotions for the week from the book Staff Talks by Wil I Jackson. All have developed their presentation skills and are growing from the devotions that are specifically for church staffs.*)

We meet on Wednesdays for all staff after devotions. *Thanks for the last week's accomplishments, notification by department of what is upcoming, a safety briefing*

(5 min.), and birthday celebration if applicable, and prayer.

The Elders Staff meets monthly - Senior Pastor, Asst. Pastor, Min. Of Admin, Min. of Christian Ed. , and the office manager and asst to the senior pastor attend. *State of the Ministry by the Senior Pastor, Reports and planning by department and review of important dates/ministry events upcoming... and prayer!!*

#11

Our staff numbers 25+ so we use the time each Monday morning to bring ministers and support staff together to:

1. Hear devotion by a staff member, not necessarily a minister. Each employee is given an opportunity to sign up to conduct a devotion time.
2. Identify church members/ family members who are ill, in hospital, etc. and pray for them. This also alerts the minister who is scheduled for hospital visit that day.
3. Hand out weekly calendar of events.
4. Share with all any items from a particular ministry.
5. Dismiss support staff and have meeting with ministers and administrator during which time the pastor addresses his concerns, etc. Each other person is allowed to share whatever needs to be shared with the rest of the group.
6. Often we take time to ask for specific prayers for ourselves, our ministry, our family, etc. and then we spend some time in prayer on these requests.

On the second Monday of each month, I meet with the support staff 30 minutes in advance of the regular meeting to address policies, etc. and concerns that they may have.

The 1st part of the regular meeting lasts about 30 minutes and the second part from 15 mins. to an hour.