

Mayflower Ministries – Meetings and Support

Building care and support into your group ministry

- Use an icebreaker or a check-in early in your meetings. Find the question of the week on the bulletin board! Take time to integrate new members. Nothing is more important in a church than building community.
- Have one to ones with your group members throughout the year. Get to know one another on a deeper basis.
- Follow up when someone doesn't attend unexpectedly.
- Check in on how people are doing after serious or contentious conversations.
- Appreciate each member's strengths, thank you notes or rituals at end of year.

Running Effective Meetings

- Meet with a purpose, even if you have regular meeting time scheduled. Be clear about what the goal is.
- Send agenda and background reading or sub-group reports out ahead of time.
- Be scrupulous about start and end times; limit to 90 minutes.
- Use Mayflower's Guidelines for Healthy Communication; ground rules can be helpful, too.
- Determine a note taker. Summarize discussion and record actions and decisions.
- Be sure you address how decisions will be made and what you will do when you cannot reach consensus. Attend to the process as well as the content of your meeting.
- Manage monopolizers and invite quieter people to share. "Step up, step back"
- Use the round robin when it's important to hear each voice
- Consider pausing and reflecting if things get contentious.
- Not a life sentence or career! Plan for the succession of leadership as key leaders plan to rotate off.