



Core 6 - Meetings, Meetings, Meetings!

Good meetings do not happen by accident.

As Christian leaders, we gather as God's people seeking God's purposes. This worksheet will help you reflect on your experience of meetings and identify practical ways to improve the meetings you lead or attend

Christ at the Centre

- Think of a meeting that was productive and life-giving. What made it effective?
- If a non-Christian attended meetings at your church would it be obvious that this was something more than a committee or charity group? What makes the difference?
- How can church meetings better reflect the love and presence of Christ?

Purpose

"Every meeting must start with purpose. Without it, everything else drifts."

- Can you describe simply the purpose of meetings you have been part of at your church? Is the purpose always clear?
- What tools can we use to help meetings run well or even avoid having unnecessary meeting?

Preparation

Reflect on a time when lack of preparation affected a meeting.

- How can we help all participants of a meeting to be prepared and ready? What difference would that make to how a meeting runs?

Chairing & Facilitation

How confident do you feel about chairing meetings?

Effective Facilitation Skills:

Rate yourself from 1 (Needs Development) to 5 (Strong).

Skill	1	2	3	4	5
Start and end on time	☐	☐	☐	☐	☐
Clarify the purpose	☐	☐	☐	☐	☐
Keep discussions on topic	☐	☐	☐	☐	☐
Encourage quieter voices	☐	☐	☐	☐	☐
Manage dominant contributors	☐	☐	☐	☐	☐
Summarise discussions clearly	☐	☐	☐	☐	☐
Check for consensus	☐	☐	☐	☐	☐

Reflection

Have you experienced a well-led meeting? What did the leader do well?

Good chairing is not about controlling the meeting. It is about helping the group move forward together.

Final Reflection

What is one thing you will do differently in the next meeting you attend or lead?

Key Verse:

“Agree with each other, love each other, be deep-spirited friends. Don’t push your way to the front;” (Philippians 2v2-3, Message)

