



Council Agendas

Council Meetings

Planning

The Call To Lead

Tips for a Great Meeting

- ◆ Council President and Pastor(s) establish agenda and distribute it a few days ahead of the meeting
- ◆ Create a consistent format for the agenda involving the various segments of the meeting
- ◆ Assign in advance the time limits for each agenda item, extending time limits only with the majority in agreement
- ◆ Keep meetings to no more than 90 minutes
- ◆ Agree on a standard decision-making process

Tips Continued...

- ◆ Call a special meeting to respond to a crisis or special consideration, rather than extend a regular meeting
- ◆ The Council chairing the meeting is responsible for meaningful agendas, management of time, ensuring full participation, keeping in check those who would dominate discussion, summarizing and synthesizing what has taken place.
- ◆ Ultimately, the role of leadership is to do what is necessary to conduct a meeting in such a manner as to yield positive outcomes and positive results consistent with the vision for mission God has entrusted to the congregation.

Transforming and Energizing Council Meetings Southern California West Synod Council Discoveries:

Changed Assumptions

- ◆ People feel most valued and committed if what they are doing feels challenging & significant
- ◆ Responsible leadership requires spending time talking about the long-term challenges and opportunities
- ◆ Developing consensus about overall vision, programs and priorities enhances trust and cooperation
- ◆ Getting lost in details is bad stewardship and can be away of avoiding listening to calls to ministry we are receiving and the hard choices which they may require
- ◆ Robert's Rules of Order was made to serve us. We were not made to serve Robert's Rule

Changed Guidelines

- ◆ Make time for serious discussion
- ◆ Work hard to identify discussion topics that really matter, that are important to the life or future of the congregation
- ◆ Frame questions to encourage free and open discussion and use group methods that encourage participation and help develop consensus
- ◆ Avoid the temptation to slide into old patterns under pressure

Council Agenda Planning: Dot Zero Focus Prince of Peace Lutheran Church - Gillette, WY

Dot Zero –an old railroad term applied to the focus for the Council at Prince of Peace. Its origins: Dotsero, Colorado named by the railroads many years ago to pinpoint a geographical reference for accurate measurements when laying rail lines. The selected site became known as Dot Zero.

First third of council meeting is spent in spiritual direction with each council member forming a “one-sentence sermon” indicating a message he/she would proclaim from the Bible passage selected by the pastor

Second part of meeting is the business section.

Final part of the meeting is focused on planning, visioning, looking at particular aspect of ministry and setting directions.

Liturgy Agenda for Council Meetings

- ◆ Opening Devotions
- ◆ Kyrie's & Glorias (sharing joys and concerns)
- ◆ The Litany's (minutes from last meeting and other communications)
- ◆ Our Offerings to the Lord
 - Treasurer's report
 - Ministry Team reports
- ◆ Our History as God's People (old business)
- ◆ Our Vision & Mission for the future (new business)
- ◆ Prayers of the people (based on kyries/glorias and needs of the community)
- ◆ Lord's Prayer and Sharing God's Peace



Faith Lutheran Church – Coquille, Oregon

90 Minute Rule for Council Meetings

- ◆ Use a “Who does what – when list” when the council decides that something needs to be done, setting a time frame and a person in charge of the project can bring remarkable results.
- ◆ Written reports by council members, treasures, pastor, staff, and anybody else wishing to make a report can save much time over oral ones.
- ◆ Use an agenda in which all reports, including the treasure’s, are placed at the end of the meeting. This is done to both show their rightful place and to save time.
- ◆ Work toward helping everybody becoming involved in the council’s deliberations. Everyone not just the president or pastor should have the right to ask another member of council what their thoughts are about the matter on the table.

Planning a work working a plan

◆ Your turn...

◆ What one first step might you take?

◆ My goal is...