# Ministry of Meetings

A key component of our ministry work is to meet with others, formally and informally, so planning and holding an effective meeting is a key skill. The embedded goal of every meeting is to enrich relationships and build community; creating a structure to reach these goals will help achieve long-lasting results.

Here are some practical suggestions, based on organizational tools from the Baldridge National Quality Program. More information on the Baldridge methods in quality improvement and excellence is at http://www.asq.org/links/baldrige.html and at www.baldrige.nist.gov.

## Goals

Relationship and community building; shared work, shared vision; leverage your work with others for greater effectiveness; use objective means such as graphs and charts to keep everyone informed and to collect responses

## Planning

**Develop an agenda**: Contact participants in advance to ask if they want an item or issue presented; send out agenda in advance State desired outcomes(s), what issues will be discussed
**Assign tasks/roles**: facilitator, timekeeper, note taker, issues bin keeper* (see below)

**Establish time limits for each agenda item:** timekeeper helps meeting move at pre-established rate and help move discussion towards a decision

## Tools

**Agenda**: graphically organizes plan of meeting
**Ground Rules:** confidentiality/privacy, staying on task (no side conversations), being prepared with necessary materials; being prepared to volunteer
**PDSA**: Plan, Do, Study, Act: a process tool (developed at Bell Labs) to use for issues that require more information and consideration than is available during the timeframe of the meeting. (**Plan**: define issue; **Do**: brainstorm solutions, create a tool to graphically illustrate issue and solutions; **Study** solutions, drive one solution based on data; **Act**: carry out resolution plan)
**Issues Bin**: a way to assign less complex issues forward to next meeting(s) with a designated person responsible for moving issue forward; an issue list is presented on a blackboard/whiteboard and the issue bin keeper has a designated role within the meeting
**Action Plan:** see sample below
**Plus/Delta**: end of meeting summary of what worked and what didn't


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## Agenda

Desired Outcomes
Issues to be discussed:

## Action Plan of Meeting

| What | How | Who | Time |
|---|---|---|---|
| 1. Prayer | | prayer leader | 3 minutes |
| 2. Agenda Review | discuss/approve | group leader | 3 minutes |
| 3. Minutes review | discuss/approve | review leader | 5 minutes |
| 4. Previous items | discuss/plan/act | all | 30 minutes |
| 5. New items: issue #1 | discuss/plan/act | _____ | __ minutes |
| 6. New items: issue #2 | discuss/plan/act | ____ | __minutes |
| 7. Review Issues bin | | issue bin leader | __ minutes |
| 8. Set next meeting time | | facilitator | 2 minutes |
| 9. Announcements | | all | 3 minutes |
| 10.Closing prayer | | prayer leader | 2 minutes |

**A note to all: As we work with our ministry this anniversary year, let us begin and end in prayer.**


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