

Meeting Norms for Meaningful Meetings

Many meeting participants falsely believe everyone in the meeting is on the same page for how a meeting should be run. However, more than we realize, this is simply not true. For effective and efficient meetings, ministries will want to agree to meeting norms that get everyone on the same page.

Below are some examples that may help.

Example Norms: We agree to . . .

1. . . . prepare, email, and read through reports prior to the meeting to minimize reporting time.
2. . . . start on time and end on time.
3. . . . be present both physically and mentally
4. . . . review our ministry's mission, vision, and values early in the meeting.
5. . . . deal with action items stated in formal proposals or recommendations that include the rationale.
6. . . . stick to business and not go off on tangents.
7. . . . be concise and respectful when we speak
8. . . . welcome dissent but be committed to team decisions
9. . . . keep track of to-do's and hold each other accountable.
10. . . . communicate meeting outcomes to appropriate audiences.
11. . . . critique meetings to increase meeting efficiency (e.g. 1-10 with 10 being highest).
12. . . . review the norms periodically and share them with new team members.

The meeting norms above are just some of the guidelines that ministry and leadership teams might utilize in their meetings. Each ministry needs to decide what norms work best for them.

The bottom line is that having meeting norms will increase meeting efficiency and effectiveness . . .
helping to move ministry forward!