



# Leading A Meeting

## **OBJECTIVE**

This training emphasizes the importance of effective communication in ministry leadership, focusing on how to conduct productive meetings. It outlines a three-stage meeting process: setup, the meeting itself, and follow-up. Each stage is essential for ensuring clarity, purpose, and actionable outcomes. By focusing on intentionality and effective communication strategies, leaders can enhance team dynamics and achieve their goals more efficiently.

## **OVERVIEW**

- The importance of meetings
- Three stages of leading a meeting
  - Setup:
    - Why are you having the meeting?
    - Who should be at the meeting?
    - When should the meeting be held?
    - Where should the meeting be held?
    - What work should be done in preparation for the meeting?
  - The Meeting Itself:
    - Start: Purpose and Process
    - Main Body: Choose a communication strategy:
      - Command: Leader instructs.
      - Collaborate: Team works together to design a plan.
      - Consensus: Leader presents an idea and seeks feedback.
    - Conclusion
  - Follow-up:
    - Send a summary of the meeting and action items.
    - Invite responses and feedback.
- Intentionality in meetings reflects Jesus' leadership style.

## **VERSES REFERENCED**

Mark 3:13-14

### **QUESTIONS FOR FURTHER STUDY**

1. Identify a recurring meeting that feels unproductive. What specific changes will you make in the setup, meeting itself, and follow-up?
2. Think of a recent meeting where communication was unclear. What practical steps could you have taken in each stage (setup, meeting, follow-up) to improve clarity and understanding?
3. Before your next meeting, what is the purpose of that meeting?

### **SCRIPTURE FOR FURTHER STUDY**

1 Corinthians 12:4-6

Ecclesiastes 4:9-12

John 13:14-15