

STAFF MEETING CHECKLIST

FOUR DAYS BEFORE

- Build meeting agenda
 - Follow-Up/Review Components
 - Review assignments/timelines established from previous meeting
 - Review items sitting in the parking lot
 - Review ministry goals/timelines
 - Vision Components
 - Recast vision
 - Tell stories that point toward vision
 - Spiritual Components
 - Prepare spiritual reflection/inspiration/challenge
 - Agenda Items
 - Prioritize items to be discussed
 - Assign reading/homework to be prepared
 - Determine the goal for each item (so you can drive toward decisions)
- Email agenda to staff team

ONE DAY BEFORE

- Email staff
 - Attach agenda again
 - Verify time/location
 - Communicate how they need to be prepared
 - Communicate changes/adjustments

PRE STAFF MEETING

- Print agendas and supporting materials
- Review/prepare for meeting

STAFF MEETING

- Push through items being mindful of time
- Drive toward decisions
 - Determine a deadline
 - Determine an owner

POST STAFF MEETING

- Complete agendas
 - Include notes
 - Include decision owners and deadlines
- Email final agendas to team