



## Vital Teams: Leading Effective Meetings

The Rev. Ronald Byrd, Sr.,  
Church Leadership Conference  
February 20, 2016

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### PRAYER FOR LENT

**LORD JESUS**, by your cross and resurrection you have set us free. During this Lent, lead us by your Holy Spirit to live more faithfully in Christian freedom. Through prayer, increased charity and the disciplines of this sacred season, draw us closer to you. Purify the intentions of our hearts so all our Lenten observances give you praise and glory. Grant that through our words and actions, we may be faithful messengers of the gospel message to world in need of the hope of your mercy. Amen.

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## Introductions

- Rev. Ronald C. Byrd, Sr.
- The Vital Teams Team
- Participants' name and faith community



## Welcome to Vital Teams!

- The Episcopal Church Foundation
- Vital Teams is a pilot initiative of ECF focusing on:
  - Training for lay and clergy leadership teams
  - Partnering with seminaries and leadership institutions
  - Creating tools for identifying new leaders



## Presentation overview

- I. Brief overview three essential ingredients for vital teams
- II. Meeting preparation & facilitation
- III. Build a better agenda
- IV. Establish team norms
- V. Identifying next steps



## Three essential ingredients for vital teams:

- Strong relationships
- Clear processes
  - **Leading Effective Meetings**
- Focus on results



## Leading an effective meeting

*"Whether we like it or not, meetings are the backbone of our congregational life. They link ideas, people, and action. Nevertheless, approximately 1/3 of meetings are considered unnecessary by people who attend them..."*  
- from "Backbreaking meetings" by Anne Ditzler



## Preparing for an effective meeting

### General principles:

- Follow the 1:1 rule for meeting preparation
- Define and state purpose of meeting
- Identify intended outcomes of meeting (discussion on, decision about)
- Relationships, process, results

*Who serves as meeting facilitator?*

- Rector/Priest-in-charge
- Senior Warden/Junior Warden
- As delegated or assigned
- Share Responsibility

Questions? Comments?

## Build a better meeting agenda

A general order for meeting agendas:

- Mission & Vision statement
- Purpose of meeting, date, time
- Formation (Bible study, sharing, skill building)
- Strategic items that need discussion
- Items that require a decision
- Information & calendar updates

## Build a better meeting agenda

Two additional considerations:

- Using consent agendas for typical business
- Keeping unfinished business on the agenda month-to-month until completed

## Discussing goals regularly at meetings

- Add the 2-3 goals to the vestry norms sheet and have present for all members at each meeting
- Add the goals to the monthly agenda as a reminder
- Regularly discuss the goals at meetings

Questions? Comments?

## Establishing norms for your team

- What are group norms?
- What is the benefit of establishing group norms for a vestry?
- What are some norms that you'd suggest for your vestry?



## Three essential ingredients for Vital Teams

- Strong relationships
- Clear processes
- Focus on results








## Identifying Next Steps

Identify at least one practice from each of the three areas covered that you would like to improve upon over next six months

- **Leading effective meetings;** preparing and facilitating; building a better meeting agendas; group norms



## Questions? Comments?

Thank You!

- Please Visit ECF Website
- Please fill out and return the email evaluation form
- Contact

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[www.episcopalfoundation.org](http://www.episcopalfoundation.org)



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