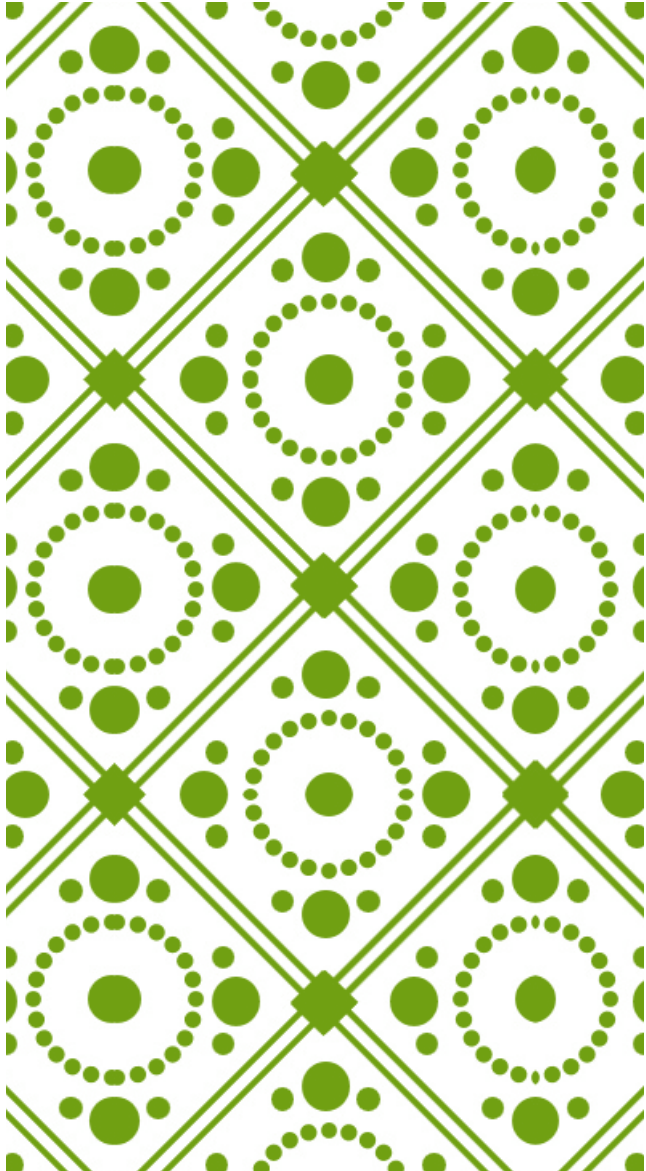


TIPS FOR ENERGIZING CONGREGATIONAL MEETINGS



Our constitution says so?!

To BE the church!

To build up the body of Christ!

**“WHY ARE WE HAVING THIS
MEETING?”**

PLAN

- Plan to engage.... And have fun!
- Consider location & hospitality
 - Sanctuary = We usually sit and listen
 - Tables = We talk to each other
- Ask “What actions do we need to take at this meeting?”
- Develop an agenda well ahead of time
 - The Congregation Council should review and propose the agenda
 - The agenda should never be done by just one person!
- Consider an “action agenda”



CONGREGATIONAL MEETINGS CAN DO 7 THINGS



- Elect Officers and Congregation Council members
- Adopt a Mission Spending Plan / Budget
- Call or dismiss a pastor or deacon
- Buy or sell real property
- Enter-in to a contract above a certain dollar amount
- Revise the governance documents
- Join or leave the ELCA

All other matters are in the hands of the Congregation Council.

If there are not actions to take do not call it a “meeting.”

PLAN WELL

Prepare an action agenda

Agenda should include specific language to be voted on

- “RESOLVED: The Mission Spending Plan for 2024 will be \$150,000”

Get the Nominating Committee working well ahead of time

- “Better a vacant seat on the Council than having the wrong person in that seat.”

Present a narrative budget that tells your story of mission

Publish the agenda ahead of time and “close” it.

ACTION AGENDA *MIGHT* LOOK LIKE THIS

Call to order

Establish that a quorum is present

- Who is a VOTING member?

Prayer/Devotion/Inspiration

Adoption of Agenda

Brief reports from officers and pastor

One motion and vote *receive* (not *approve*) routine reports and actions

- Minutes, treasurer's reports, pastor & officer reports etc.

Action item # 1
with a prewritten motion

Action item #2
with a prewritten motion

And so on...

Announcements? Prayer and adjourn

***DO NOT* have “other business” on the agenda! This is an invitation for a hijack!**

THE ROLE OF THE CHAIR

“To manage the completion of the body’s work as defined by the agenda.”

Parliamentary procedure is your friend!

- It allows the majority to make decisions efficiently...
- While protecting the right of the minority to be heard
- “Structure corrals anxiety”

Protect the agenda!

- How to handle a “blind side” last minute motion?
- Anything not germane to an item on the agenda is referred to the Council for “study and possible action.”

When a member speaks, they address the Chair.

Have a parliamentarian to aid the Chair

THE MINUTES... WHAT THEY ARE AND ARE NOT.

A record of the actions taken at a meeting...

NOT a record of the discussion.

The minutes should not be released until they are official - after they are reviewed, corrected (if needed) and approved by the subsequent Congregation Meeting.

Publish highlights promptly.



OTHER IDEAS...

Have a forum a few weeks before the meeting to discuss key matters informally.

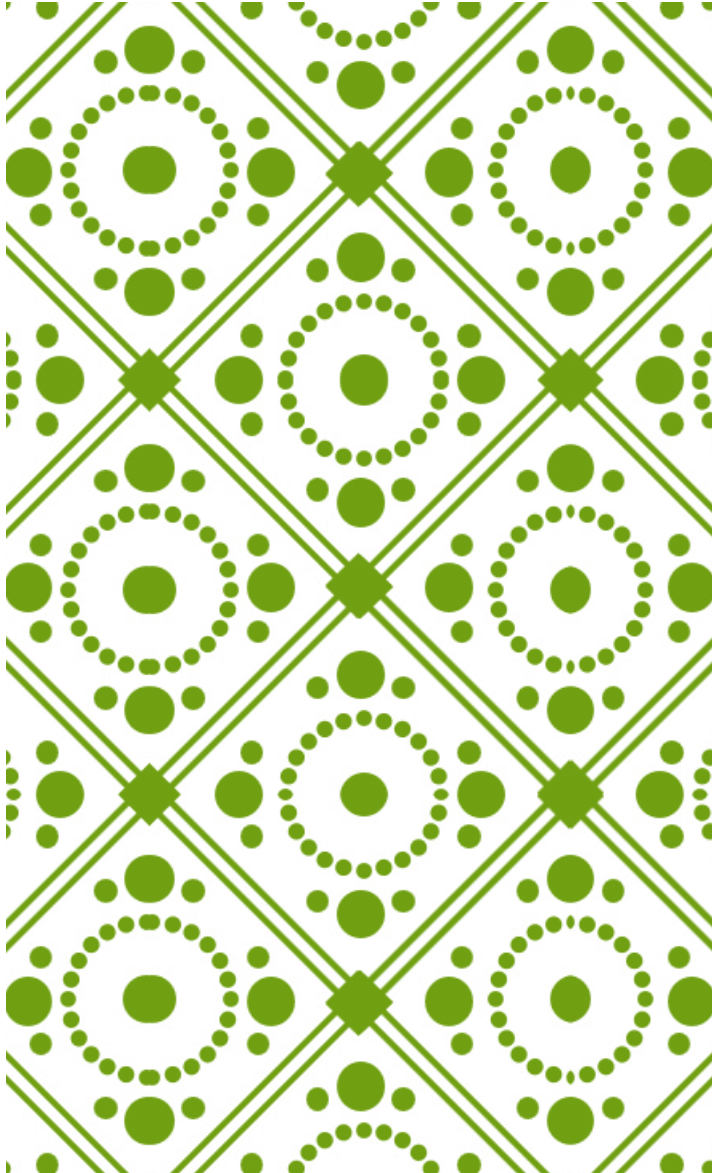
Let people know when you are starting to build the agenda.

Consider having the Council approve and close the agenda.

Matters that come as recommendations from the Council are already moved and seconded.

Bring your constitution up-to-date and review following each triannual Churchwide Assembly.

Your Synod Staff are a resource. 😊



QUESTIONS AND CONVERSATION...
