



## WSJW Meeting Facilitation Guidelines for Individual Ministries

### Purpose:

The intent of this guideline to provide a structure that promotes efficiency in our administrative and planning meetings for handling the business of the church. This format is not designed for bible studies, support groups/circles, spiritual growth, or fellowship meetings. This is a guideline and not intended to be rigid.

- 1. Individual Ministry Staff Support:** If your respective ministry has a secretary, please utilize her to prepare the agenda, record minutes and send meeting notifications to attendees. The secretary should have contacts for all meeting participants.
- 2. Meeting Notification:** Please ensure the Executive Administrative Assistant is notified of all scheduled meetings. This is for calendar purposes, the EAA may attend or visit meetings, as necessary. Additionally, the EAA notifies the Supervisor of all pertinent meetings so she can attend at her pleasure.
- 3. Set a meeting cadence.** This is how often your ministry team meets: weekly, monthly, quarterly, etc. Please set a consistent meeting schedule date/time. It is not necessary to de-conflict schedules for every meeting. Do your best **not to** schedule meetings on Mondays, most leaders have used their weekend, especially Sunday to minister at their local churches.
- 4. Agenda preparation:** Identify the goals of the meeting, request input from the team (if applicable), and address any questions that need to be answered. Once this is established send the information to your secretary. Please give her at least 48-72 hours to review so she will have ample time to address questions she may have and prepare the agenda. The team leader and secretary should remain flexible to additional items added by the Supervisor, Executive Administrative Assistant (EAA) or Department Director (DD).
- 5. Meeting Facilitation:** As the meeting facilitator please estimate how much time will be allotted for each item of discussion on the agenda. This will allow you to maintain control of the meeting and know when to move on to the next item. It also ensures that priority is given to the most urgent items of discussion. Items that are tabled for the next meeting should have priority at the following meeting. If there is an item of discussion that will takes a great length of time, a special meeting may need to be scheduled for that topic.
- 6. Meeting Time:** Please do your best to maintain meeting integrity. If you schedule a meeting for 30-60 minutes, please do your best to stay within that time frame. Additionally, please start your meeting on-time and no later than 5 minutes after the scheduled start time. There will be times when the Supervisor, EAA or DD may attend your meeting, please be graceful in allowing them time to present.



## Washington State Jurisdiction Women's Department

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7. **Opening Meeting:** Each meeting opens with prayer and a scripture. This should be done by someone other than the meeting facilitator; the women appointed to do this can be identified prior to the meeting and added to the meeting agenda.
8. **Attendance:** meeting attendance should be recorded by the secretary, or an appointee if there is no secretary. It can be taken at the beginning of the meeting and monitored throughout.
9. **Items of discussion:** Please identify who will lead each topic of discussion and give them a time frame to present. Please be cognizant of some who may go beyond the allotted time and graciously intervene to move the meeting along. Questions specific to an item of discussion should be addressed and answered. However, as the facilitator, you will need to keep the meeting on topic and moving forward.
10. **Open discussion/New items:** Please allow time for questions and new items/ideas to be brought to your team. This is a time for new items/ideas can be explored. However, do not allow this area to cause the meeting to extend beyond 30 minutes.
11. **Supervisor Acknowledgement:** When the Supervisor enters the meeting in-person or via Zoom, the meeting facilitator should pause the meeting and acknowledge her presence. When it is time for the Supervisor to speak, she should be properly introduced.
12. **Closing Meeting:** Each meeting should close with a short review, the next meeting/date, and prayer.

This Guidelines Document has been approved by the Washington State Jurisdiction Supervisor. This Guidelines Document is subject to review by the WSJW Executive Administrative Assistant and revision by the Supervisor as needed. Any revised Guidelines Documents void all previous Guidelines Documents and the contents of the most recent one supplies the parameters for all members of the WSJW Executive Staff, Administrative Staff, Bands, Circles, Units, Trainings, and Meeting's ministries.

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