MEETING MANAGEMENT FOR MODERATORS

Moderators’ Conference
11/16/2018    Therese Howell

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QUOTES TO GET US STARTED

“The human brain starts working the moment you are born and never stops until you stand up to speak in public.” – George Jessel

“Make sure you have finished speaking before your audience has finished listening.” – Dorothy Sarnoff

WHY IS THIS IMPORTANT?

- Presbyterian Polity
- Representative, constitutional, relational
- more effective together
- Calling of the church
- F-1.0301

WE BELIEVE . . .

Work of the church
- F-3.0203
- F-3.0204
- More effective together
HOW DO WE DO THIS?

Meetings!

DO WE NEED MEETINGS?

“Meetings – the practical alternative to work”

DO WE REALLY NEED MEETINGS?

“Watching people work together - a small foretaste of what heaven will be like!”

THREE Ds OF BAD MEETINGS

- Dull
- Disorganized
- Deadly
COMMON COMPLAINTS ABOUT MEETINGS

- Boring
- Too long
- Disjointed
- Poorly run

more COMPLAINTS

- Nothing gets done; no sense of accomplishment
- One person dominates meeting (and sometimes that person is the moderator!)

MODERATOR - 1

- Strong and certain leadership
- The moderator possesses the authority necessary for preserving order and for conducting efficiently the business of the body. G-3.0104

MODERATOR - 2

- “I hereby command you: Be strong and courageous; do not be frightened or dismayed for the LORD your God is with you wherever you go.” Joshua 1:9
MODERATOR - 3

“I’ve learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel.”
– Maya Angelou

MODERATOR - 4

“Common sense and a sense of humor are the same thing, moving at different speeds. A sense of humor is just common sense, dancing.”
William James

THE SECRET OF EFFECTIVE MEETINGS

• Knowledge
• Preparation
• Preparation
• Preparation
• PRAYER!

BASIC PRINCIPLES

• The Ws
  • Why / What / Who / When / Where
• Roles
• Rules
• Follow-up
THE Ws

- Why – have a meeting
- What – is the meeting about
- Who – should attend
- When – should the meeting occur
- Where – should the meeting be held

Knowledge Is Necessary For Successful Meeting Management

WHAT YOU KNOW

- Know your responsibilities!
- Start on time
- Call the meeting to order
- Offer the opening prayer
- Always be ready to pray

MORE OF WHAT YOU KNOW

- Agenda (Docket)
- Meeting location
- Start time
- Meeting room layout
EVEN MORE OF WHAT YOU KNOW

- Committee / Commission leadership
- Standing rules / bylaws / etc.

AND FINALLY, EVEN MORE FOR YOU TO KNOW!

- Know who you can call on
  - Prayers
  - Songs
  - Motions (the “look”)
- Know what you don’t know – and know who to ask!

AGENDA / DOCKET

- Preparation!
- Review Agenda and action items
- Annotated Agenda – a road map
- Expectations / Focus / Goals
- Script

ATTITUDE

- Moderator
- Members
- Respect / courtesy
- Balance
- Control the process, not the people
PREPARATION

- Preparation!
- Preparation!
- Preparation!
- Prayer!
- Knowledge!
- Pay attention!

TIME

- Start on Time - No Excuses!
- Rule of Clock and Rule of Agenda
  - “Even if you are on the right track, you'll get run over if you just sit there!

TIME

- Order of the Day
- Consent Agenda

DISCUSSION/DEBATE - 1

- “Talk is cheap – because supply exceeds demand”
- Pay Attention!
- Fair hearing for all
DISCUSSION/DEBATE - 2

- Allow the group to express its will
- Give everyone a chance to speak
- Control: rambling, side conversations, shouted suggestions, back row whiners

DISCUSSION/DEBATE - 3

- Robert’s Rules of Order
- Action – not obstruction
- “Call for the Question” (Previous Question)

DISCUSSION / DEBATE - 4

- CONSENSUS
  - Recognized by Roberts (so it’s not stepping outside RONR)
  - Reserve for the “big stuff”
  - Resources on the PCUSA website
    www.pcusa.org

MOTIONS

- Preparation!
- One thing at a time – Keep the main thing the main thing!
- Helpful motions: Amend; Commit / Refer; Postpone (to a definite time); Previous Question (both versions); Consideration by Paragraph or Seriatim
END ON TIME
- A promise is a promise!
- Remember – rule of clock and rule of agenda
- There’s always another meeting. . . !

WHO’S YOUR BUDDY?
- Stated Clerk
- Committee on Ministry Chair
- Examinations Chair
- Preparation for Ministry Chair
- Coordinating Committee Chair
- Committee, commission, task force chairs
- Executive / General Presbyter

THE BUSINESS OF PRESBYTERY
- Examinations
- Commissioning
- Ordinations
- Installations
- Inquirers and Candidates
- Other events in the life of the Church
- Prayers

DOs AND DON’Ts
First, the DOs - - -
- Preparation!!! PRAYER! Knowledge! Pay Attention!
- Be Fast! Be Fair! Have Fun!
  ◦ Sometimes being fair means you can’t be nice
  ◦ Strive to achieve a balance between tart and sweet!
- Control the process, not the people
DOs

- “Intelligent people ask questions”
- Don’t worry about making a mistake – in most cases, what has been done can be undone! That’s why you have a stated clerk!
- Make sure to have the stated clerk seated on the side of your “good ear.”

MORE DOs AND DON’Ts

- Start on time – don’t reward latecomers!
- Pay attention!
- Don’t always ask the same people to do stuff
- Don’t always ask the same people from “your” church to do stuff
- Don’t worry about making a mistake – “act like you’ve done this before!”

MORE DOs AND DON’Ts

- After Action Review
  - evaluate the meeting
  - what worked
  - what didn’t work
  - what needs to change?
  - Beware the Vocal Minority

KNOW THIS -

- Don’t do the least worship you can get away with, do the BEST
- Create times for celebrations, take time to educate
- Make the space work for YOU (and remember, only you are driving the car!)
- Create ways that people can connect
- Goal – everyone leaves the meeting with a greater appreciation for the Church
YOU’LL BE FINE

“However beautiful the strategy, you should occasionally look at the results.”
- Winston Churchill

YOU’LL BE FINE - REALLY!

“In theory, there's no difference between theory and practice. In practice, there is.”
- Yogi Berra

HELPFUL RESOURCES

- www.pcusa.org
- Book of Occasional Services
- Robert's in Brief – 2nd Edition
- www.robertsrules.com
- www.parliamentarians.org
- Your Stated Clerk!

HAVE A QUESTION?

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