

# 3 KEYS TO EFFECTIVE STAFF MEETINGS

Boring, ineffective staff meetings are one of the most common causes of frustration and confusion in parish ministry. Effective staff meetings not only boost morale, but allow a team to discuss the most important issues and make the best decisions to advance their mission.

## An Effective Staff Meeting Must:

# 1

### Inspire Staff

- Inspire your team around your core purpose and the “Why” behind all of your work
- Tell true stories of the impact your work is having
- Be Chief Reminding Officers (CRO’s): Don’t get tired of repeating and representing this

# 2

### Strengthen Culture

- Culture is the product of the behaviors that are rewarded and the behaviors that are tolerated among your staff
- Be willing to “waste” time on developing your culture
- Remember that culture is caught, not taught
- Review clarity questions in every meeting
- Honor staff living out your culture really well

# 3

### Clarify Priorities

- Every staff member needs to know, “What is most important right now?”
- Give consistent updates on progress
- Create role clarity to advance the top priority: Use one on ones to create thorough details and assignments

## TEAM DISCUSSION

1. Assign each of the three keys a color (green, yellow, or red) on their current effectiveness in your staff meetings.

Diagram illustrating the components of the Leadership Practices Inventory (LPI) assessment:

- Inspire Staff**
- Strengthen Culture**
- Clarify Priorities**

**RATING SCALE**

- Green
- Yellow
- Red

2. Discuss your insights with your team and brainstorm how you can improve these areas?