

Weekly Leadership Team Tactical Meeting Guide

I. Prayer (10 min)

Date: _____

II. Lightning Round (5 min)

III. Review Clarity Questions 1-4 (5 min)

IV. Scorecard Review (5 min) **Top Priority:**

Defining Objectives:

○	○	○	○	○	○	○

Standard Operating Objectives:

○	○	○	○	○	○
○	○	○	○	○	○

V. Tactical Agenda Items (45 min)

VI. Topics for Strategic Meetings (0 min)

VII. Commitment Clarification (5 min)

VIII. Cascading Communication (5 min)

WEEKLY PLT MEETING GUIDE

MEETING OUTLINE

I. PRAYER (10 MINUTES)

Solicit prayer intentions and pray as a team for each other, for the team and for the parish.

II. LIGHTNING ROUND (5 MINUTES)

Ask each team member to share the top 2-3 things on their plate for the coming week. This should take no longer than 1 minute per person, even with a couple of follow-up questions. Note any issues that need to be discussed further.

III. REVIEW CLARITY QUESTIONS 1-4 (5 MINUTES)

Quickly review your team answers to clarity questions 1-4. This review sets the context to ensure every decision is consistent with what the team has committed to.

IV. SCORECARD REVIEW (5 MINUTES)

Quickly review the top priority and defining objectives of your parish and note the current status of each (red, orange, yellow, lime, green).

V. TACTICAL AGENDA ITEMS (45-60 MINUTES)

Identify the tactical issues to be covered, assign an order for that discussion and dive in.

VI. POTENTIAL STRATEGIC TOPICS (0 MINUTES)

As you progress through your meeting, use this area to note the topics that you need to cover during a separate strategic meeting. Be sure to resist the temptation to resolve them right away.

VII. COMMITMENT CLARIFICATION (5 MINUTES)

Ask one team member to chart the decisions and actions that were committed to during the meeting. Team leaders should note these as well.

VIII. CASCADING COMMUNICATION (5 MINUTES)

Discuss what details should be communicated from the meeting. Agree on a timeframe for that communication to happen (within 24 hours is best).