



*[Enjoy a beautiful day]*

## Participants Leave Happy

- ❖ Circulate the agenda to participants in advance.
- ❖ Make the meeting participative right from the beginning.
- ❖ Get feedback on your proposed agenda. Make recommended changes.
- ❖ Once the meeting has started:
  1. Do not let people dominate. Make it a point to ask others for their ideas.
  2. After each agenda item, quickly summarize what was said. Ask for confirmation that it is an accurate. Make notes regarding follow-up.
  3. Note items that require further discussion.
  4. Watch for body language. Readjust or take a break.
  5. Ensure the meeting stays on topic.
  6. List all the tasks generated at the meeting and note who is assigned to do what and by when.
  7. When closing the meeting, summarize the next steps and tell everyone that a meeting summary will be sent out.
  8. After the meeting, debrief. What went well and what could have been done better. Did you meet your objective? Why or why not?
  9. Summarize and send out the meeting's notes.

## Seven Steps to Running an Effective Meeting – A Summary

1. **Make your objective clear.**
2. **Consider who is invited.**
3. **Stick to your schedule or agenda.**
4. **Start on time and end on time.**
5. **Ban technology.**
6. **Follow-up**

\*\*Summarized from:

1. Running Effective Meetings: Mind Tools.
2. Seven Steps to Running an Effective Meeting: Forbes Leadership.

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# Effective Pastoral Council Meetings

*Prepared by the Protocol Department, Archdiocese of Regina*



## What makes a good meeting?

Much of our time is spent in meetings. There are good meetings and not so good meetings. You want to have a meeting that leaves people energized and feeling that something has been accomplished.

Three things to keep in mind:

1. Ensure the meeting's objectives are met.
2. Take up the minimum amount of time.
3. People leave feeling that a sensible process has been followed.

Plan for the meeting and structure the meeting around these objectives.

**Plan, Plan and over Plan. If it is important enough to have a meeting, it is important enough to plan for.**

## The Meeting's Objective

An effective meeting has a useful purpose. You have to achieve a desired outcome. You have to be clear about what this outcome is. Ask yourself:

- ❖ Do you want a decision?
- ❖ Do you want to generate ideas?
- ❖ Are you getting reports?
- ❖ Are you communicating something?
- ❖ Are you making plans?

In helping you determine what your meeting objective is, answer this question:

At the close of the meeting, I want the group to.....

Now plan your meeting.

## Use Time Wisely

Do not waste anyone's time. You owe it to your council and to yourself to streamline and be as efficient as possible. Time wasted is time wasted. If a critical person is late 15 minutes in an eight person meeting, then that has cost the parish/organization/committee two hours of lost productivity.

Start with the meeting objective. If something does not have to anything to do with the objective, leave it out. Stick to relevant activities.

In preparing the agenda consider:

- ❖ Priorities – what absolutely must be covered?
- ❖ Results – what do you need to accomplish at this meeting?
- ❖ Participants – who needs to attend the meeting for it to be successful?
- ❖ Sequence – in what order should the topics be covered?



*[Do not waist time!]*

- ❖ Date and Time – when will the meeting take place?
- ❖ Place – where will the meeting take place?

Look at the information beforehand. What do participants need to know to be effective and what role are they to perform so they can come prepared?

If you are trying to solve a problem, have participants come with a viable option. If you are discussing an ongoing project, have each person summarize their progress to date in written form and circulate this information to other members.

Set time lines on the agenda and try to stick to them. If time is running out hurrying the process, push to a decision, defer the discussion until another time or assign it to a subcommittee.

Insist that everyone respects the time allotted. Start the meeting on time, do not recap for late comers and finish on time.

Whatever can be done prior to the meeting, should be. Circulate reports to people to read prior to the meeting.