



EFFECTIVE CHURCH MEETINGS

VESTRY MEETINGS / COMMITTEE MEETINGS
& ANNUAL MEETINGS

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MEETINGS

- Meetings are often dreaded – I personally dislike meetings 😊
- Sometimes meetings are necessary

Reasons to Gather

- Gather to accomplish a task or disseminate information
- Gather to set vision and objectives
- Gather to be together & celebrate accomplishments

TRAITS OF EFFECTIVE CHURCH MEETINGS

- Spiritually Centered (prayer/liturgy/study)
- Mission Focused – stay out of the weeds
- Established Norms (rehearsed). *** ***
- Consistency (make sure you follow canons and bylaws)
 - Vestry & committees - monthly or bi-monthly at same time
 - Annual (same time every year)
- Planned / pre-planned agenda with materials
- Honor time together (try to set an established length ~ 1 hour / 2 hours, etc...)
- Consider food/drink/snack
- Make sure to share leadership (not one dominant voice)

VESTRY MEETINGS

- Preparation
 - Assemble committee reports and information
 - Finance / Property / Stewardship / Education / Etc...
 - Ask Vestry for Agenda Items and reports 1 wk. prior
 - Executive Committee Meet prior (Sr./Jr./Treas./Clerk)
 - Distribute information and reminder at end of week prior to the meeting

VESTRY MEETINGS

- Consider a "Consent Agenda"
 - Takes the general information sharing from table
 - Makes for a more informed leadership team
 - Equips leaders with the tools they need to make decisions
 - Helps "shorten" the meeting by having done preparation ahead of time
- Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:
 - Approval of the minutes
 - Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
 - Routine matters such as appointments to committees
 - Staff appointments requiring confirmation
 - Reports provided for information only
 - Correspondence requiring no action.

VESTRY MEETINGS

- Consider a “Mission Agenda”
 - Four Categories Formation / Information / Discussion / Decision
 - Mission Focused with Information and Vision expressed before Action
 - Financial Reports always considered last
 - Focused on mission not money
 - Money doesn't become an inhibitor of ministry
 - Gain appreciation and knowledge of collaborative ideas before deciding how to fund them.

VESTRY MEETINGS

I. **Formation** – *Opening Liturgy w/ Scripture Reflection ~ 20 min.*

- Personal Sharing – Check in Highs/Lows (Roses & Thorns)
 - Where has God shown up?
- Review Norms
- Simple Opening Liturgy ***
 - Leaders rotate as Prayer / Reflection leaders ***
 - Use Gospel of the Day?
 - Lectio – Divina or Gospel Based Discipleship or Dwelling in the Word
 - Some include context of the Eucharist (with sacrament celebrated at the end)

VESTRY MEETINGS

II. Information – *Sharing of information via reports prior to the meeting. ~ 5-10min.*

- Rectors Report (consent agenda)
- Committee Reports (property, outreach, worship, other program) (consent agenda)
- Warden's reports (consent agenda)
- Action Item Follow-up (updates from last meeting)
- Clarification of Presented information (not previously addressed)
- Formally Accept the Consent Agenda
- Other Information to be presented for discussion?

VESTRY MEETINGS

III. **Discussion** – *Anything new that needs a discussion? ~ 20 min.*

- Items for “brainstorming” or feedback
- Things that need to stew or simmer prior to decision being made
 - Contentious or Debated Items... mutual invitation & respectful communications
- Created action items – assign lead for followup

VESTRY MEETINGS

IV. Decision - *Formal Decisions that need to be made 10 min.*

- Financial Report presentation / acceptance 10 min.
- Other expenditure approvals, etc...

VESTRY MEETINGS

Final

- Review Action Items
- Closing Liturgy

Sample agenda ***

COMMITTEE MEETINGS

Committees are “sub-groups” of the vestry

- Are not necessarily made up of ALL vestry members
- Use mission focused agenda and consent agenda format
 - May be simpler than vestry
 - Helps streamline business
 - Provides a spiritual and mission focus

ANNUAL MEETINGS

Canons and Bylaws!

Annual Meetings Purpose:

1. To elect vestry members (honor / recognize outgoing vestry)
2. To provide congregation with annual report of information
3. To CELBRATE accomplishments of previous year
4. To COMMUNICATE vision and plan for coming year

ANNUAL MEETINGS

Format of Annual Meeting (keep it simple and celebratory!)

- Welcome – (opening prayer)
- Vestry Elections / voting
- Special Recognitions (out-going vestry & accomplishments)
- Presentation of Annual Report (Published or Power Point Presentation)
- Rector / Treasurer / Sr. Warden / Jr. Warden)
- Open Floor for Questions
- Closing (closing prayer)

ANNUAL MEETINGS

Pay Attention to Canons and Bylaws!

ETN - Title IV Canon 1 sec. 4

Each Parish shall hold an annual meeting within the times stated in Section 3 of this Canon (*on the first convenient day in each calendar year, or within the quarter preceding that year*). At such meeting the Rector and the Treasurer or principal financial officer shall report to the congregation. The agenda of the meeting shall also include such other matters as may be required by the corporation laws of the Parish's state of incorporation. Notice of the time and place for the Parish meeting and the election or selection of members of the Vestry shall be given at a public service of the congregation at least two weeks prior to the date of such meeting or meetings.

ANNUAL MEETINGS

Ideas to "Spice up" Annual Meetings

- Covered Dish / Pot Luck (supper or after worship on Sunday)
- Have slide show of picture from previous year – celebrate!
- Publish an Annual Report (celebrate!)
 - pictures / accomplishments / spreadsheets
 - NOT ALL TEXT
- Guest Speaker
- Have folks commit to coming year – Time stewardship!



EFFECTIVE MEETINGS

Final Thoughts...

Questions & Conversation

