HOW TO LEAD A MEETING - DISCIPLESHIP FOR LEADERS

BEFORE THE MEETING

☒ Step One: Know your PURPOSE
As a "coach" of a team you must utilize team meetings and get the maximum potential from them if you want your team to succeed.

☒ Five reasons for the team meeting: Information; Inspiration; Instruction; Interaction, Inspection

☒ Step Two: PLAN the meeting. Know what you MUST accomplish as well as what you WANT to accomplish.

☐ Start by developing an agenda using the four “I”s to guide you.
   Notice some important QUESTIONS to answer in order to develop your agenda.
   ? What information do I need to receive in order for me to stay informed?
   ? What information must I give to keep my team informed?
   ? What upcoming events do they need to be reminded of? Review your calendar of events for “Pay off days” and for any other events or projects that the team needs to know.
   ? What instructions/assignments must I give in order to fulfill our goals/projects?
   ? What past instructions/assignments must I follow up on, and if needed, reassign?
   ? What does the team need in way of inspiration? Base your answer on the time of year and past week’s experiences of team. Find quotes and Scripture to help.
   ? What instructional material will you be giving to the team so they can perform better?
   ? What ideas need to be discussed?
   ? What questions need to be answered or problems need a solution?

☒ Step Three: PREPARE for the Meeting (Prior Proper Preparation precedes powerful performance.)
   Put the agenda together. Decide who will be doing what in the meeting, and give them their assignments. Who will do the prayer time? Who will give the inspirational challenge? Who will review the “pay off days” and give other announcements? Who will give out assignments for projects? Who will teach the main lesson? Who will introduce new ideas if any are to be introduced and when will it be introduced? (Do not forget that “timing” is key to selling any new idea.) Go over the agenda as if you were doing the meeting. Make sure everything makes sense. Review your calendar for all your important dates (pay off days). Gather the material that you will teach and get it into teachable form. Get quotes for the meeting. Final preparation includes preparing the room.

☒ Step Four: Have your PRELIMINARY meeting(s)
   Who do you need to meet with before the meeting in order to settle some issues or decide some issues? (The vast majority of major decisions are made before the real meeting.)

☒ Step Five: PRAYER Commit the meeting to the Lord and ask for His guidance.
DURING THE MEETING

KEY # 1  PUNCTUALITY  Start as close to the designated time as possible.

▷ Make sure everyone on the team knows when the meeting is and where the meeting is and what they are required to bring as they come to the meeting.

KEY # 2  State the PURPOSE for the meeting.

KEY # 3  Take PRAYER requests and have PRAYER time. This is your time to minister to your team.

KEY # 4  Give opportunity for PRAISE reports or give one yourself. This lets the team know how God is working.

KEY # 5  Go over your POINTS to be covered. Give your Primary points.

“What gets talked about gets done.” Give assignments - Plans must be put into action.

Planning for future: everyone must have a yearly calendar and have it with them at the meeting.

KEY # 6  Present lesson that will help team.

KEY # 7  Present challenge and encouragement.

KEY # 8  Solve PROBLEMS by answering questions.

KEY # 9  Consider new PROPOSALS.

KEY # 10  Commit the team to the Lord.

Key ingredients: Punctuality, Purpose, Talking Points, Presentation of Passage and/or Promises from Scripture, Praises, Prayed up heart, Pizza, pretzels, popcorn, Pepsi, Pencil/pen, Paper, Planning calendar, Proper attitude & new proposals.