

Team Meetings

Decision making is a crucial part of pastoring and much grace and wisdom is needed for this. Try to think in terms of *win/win* situations, not one person losing and another winning. We are part of an interdependent body in the church and God desires that we strive to live at peace with one another. For this reason, I am inclined more towards deciding by a consensus than by formal resolutions being passed and voted upon, thereby possibly making some the winners and others losers. However things must be run effectively not casually for the long-term satisfaction of all involved.

It is good to send out an agenda before a decision-making body meets, so that people can begin to think and pray through the issues that will be discussed. An agenda must never be used beforehand to boost arguments and support regarding the issues. Remember, try to think in terms of win/win and creative alternatives giving time for others to adjust to new thinking. Keep to the agenda at the meeting. All meetings must stick with whatever has been set as their respective agendas to maintain the trust of the people attending.

It is good to commence with a good time of prayer rather than at the conclusion of the meeting. This enhances the tone of the meeting and normally the meeting will accomplish far more.

A good chairperson does not have a hidden agenda but listens hard and gathers opinions. He will later crystallise those ideas into words for the benefit of the group and the discussion. The pastor is not always the best chairperson as he may feel very strongly about the issues discussed and a good chairperson needs to be unemotional though firm. It is up to the latter to draw discussion to a conclusion.

Important decisions must be recorded in the minutes and carried out without being added to or altered outside of the meeting, unless the other committee members are consulted first. Again, all important points must be recorded and the names of those committed to carrying out each decision made. These minutes are referred to in the next meeting to check that they are a true and correct record of what transpired in the discussion. Normally minutes are brief.

Before the next meeting is held, it is useful for the chairperson or a leader to contact the 'worker' to check that the task has been done or at least started. Sensitivity may be required here as many people are very reliable in carrying out tasks delegated to them.

If committee members do not handle any responsibility, they may initially feel pleased that little is required of them but later feel dissatisfied that their involvement seems to count for nothing. As a leader use the opportunity of decision making to model godly attitudes to others present.