

*Welcome...*

*Oh no! Not another boring  
Business Meeting Workshop*

By J.R. Allebach



*Leading Business Meetings that Rock!*

# BASIC CONSIDERATIONS

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- Your ministry's constitution and by-laws declare who you are and how you have chosen to carry out your mission.
- If your organization has 501(c)(3) status with the IRS, certain guidelines apply to your activities.
- Members expect diligence from their ministry leaders.

# Foundational Stuff...

- A Board of Directors is a group of people legally charged with the responsibility to govern a corporation.
- A ministry board reports to the community it serves. (stakeholders rather than stockholders)

See Acts 6:1;3

Exodus 18:17

# WHICH MEANS....

- The Board of Directors should not be viewed as the group of people that does ministry...
- The Board of Directors governs the org.
- The directors are leaders... overseeing the health of the org.

# MINISTERS AND BOARD MEMBERS

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Who is on your Corporate Board?

- Elders
  - Deacons
  - Business people
  - Friends and loyal members
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A ministry  
Organization



There is a corporate  
dimension...

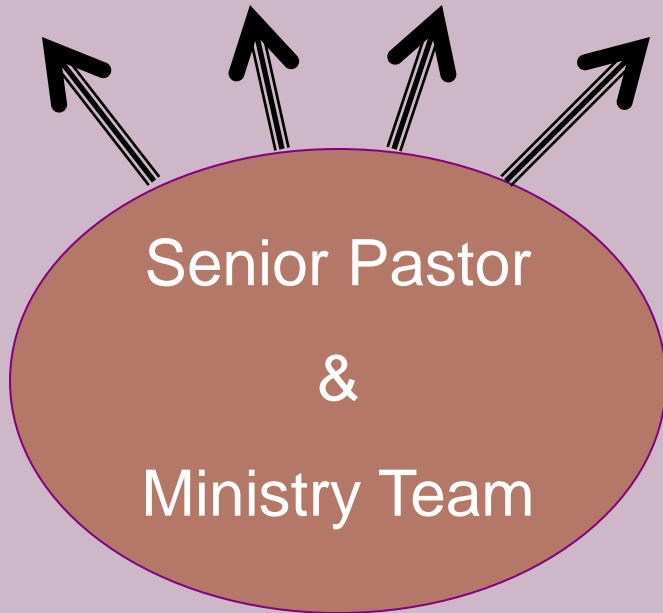
&



There is a spiritual  
dimension...

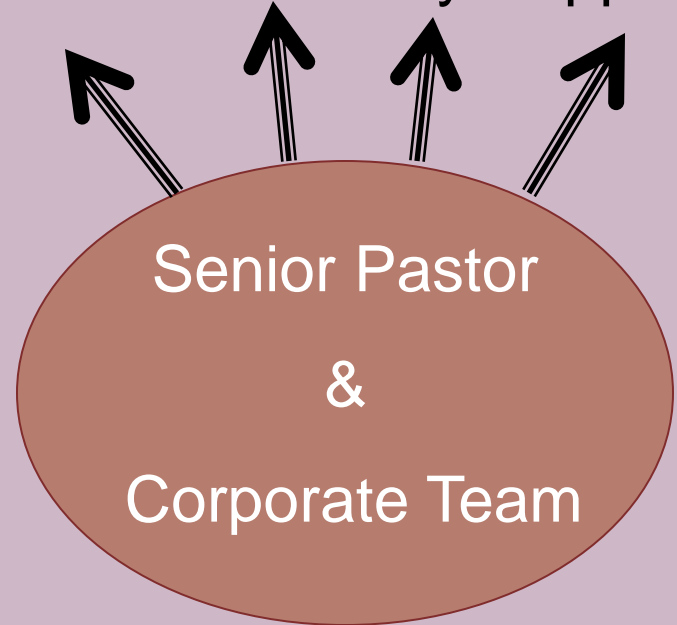
# MINISTRY GIFTING & LEADERSHIP

Elders/Music/Associate/Youth



**SPIRITUAL DIMENSION**

Financial/Facility/Support



**CORP. DIMENSION**

# LEADING MEETINGS THAT ROCK!

- Plug your people into the right socket.

(I Corinthians 12: 4-6)

- Use a meeting format and environment that fosters creativity and acceptance.
- Keep discussion focused and moving.
- Insist all cell phones are off



# BEFORE THE GAVEL

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## Preparation...

- Agenda to all members prior to meeting.
- Minutes to all members prior meeting.
- Financial report to all members prior to meeting.
- As Leader... know your game plan.
- Work your game plan

# RECORDING THE EVENT

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- Identify the minutes. For example: the meeting of the Board of Directors (elders, trustees, etc) of First Church of Metropolis.
- Record the time, date, and location.
- List those present and absent (Is there a Quorum)
- Approve minutes from previous meeting.
- Use clear headings (for ease of reference).
- Keep the minutes brief. Record actions not discussion  
 (“After discussion a motion was made, seconded and carried to paint the steeple lime green”)

## RECORD THE EVENT – continued

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- Record abstentions or “no” vote
- Meeting must be adjourned
- Number the pages (e.g. page 1 of 3)
- Ratifying a past event – there are times when a business or ministry action is taken without a board resolution. Such an action must be legitimized by writing a resolution that ratifies the past action.

# Meeting Leadership

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- Plan the various topic discussions and anticipate obstacles.
- Keep the discussion focused and moving.
- Cast Vision... Talk Mission.
- Never longer than 2 hours.

# After Adjournment

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- Each member should leave with fresh vision for the future
- Each member should walk away energized anew for the mission.
- Follow up with those members who seemed hesitant with a board resolution.
- Keep staff up to speed