



## EFFECTIVE MEETINGS — MOMENTUM BETWEEN MEETINGS

PPCG 50-51

### Parish Pastoral Council **meetings are effective when:**

- There is a well thought-out agenda, clearly showing whether items are slated for information sharing, discussion, decision-making, planning or policy development;
- Prayer and faith-sharing set the tone and help the group to focus on key values;
- Members come to the meeting prepared to share their faith, insights and wisdom; open to the ideas of others; ready to explore a variety of options, and to find a solution or response that will support the common good and further the parish mission;
- Discussions are carried out in a respectful, inclusive, prayerful manner;
- Decisions made through consensus are not assumed but reaffirmed by each member present, including the pastor;
- Members follow-up on commitments between meetings.

### **Timeline targets:**

10 days ahead — Pastor and Council Officers prepare agenda

(Appendix A for sample prayer/faith sharing; Appendix G for Sample Annual Calendar)

7 days ahead — Secretary sends agenda and other materials to Council members

2 days ahead — Members review agenda, prepare for prayer; read pertinent materials; consider ideas for discussion; pray for guidance of the Spirit

Before leaving meeting — Few minutes to evaluate the meeting; remind about next meeting date and the action steps or assignments between

### **Reflection/Discussion:**

1. Think about the best/most effective meeting you have ever attended — what made it work so well? Can you help make this happen in your PPC Meetings? For most Councils, it takes many months of practice and serious effort.
2. As a Council, agree on 2-3 practices that you will concentrate on before, during or between Council meetings to improve your service to the parish.

Next Meeting:

Agenda:

Prayer:

Homework: