**How to Effectively Facilitate a Team Meeting**

**Team Leader Goals:**

* Have a positive **Christ like** atmosphere in the meeting
* Have a **focused** meeting that stays on point
* Have active **participation** from all members
* Make decisions on **agenda items**

**How to keep the meeting positive**

* Shut down any negative divisive talk by humbly but directly **confronting** **offender**
* Stop discussion on controversial issue and refocus on what the **purpose** of the team is before opening issue again
* Stop meeting and go to the Lord in **prayer**

**How to keep the meeting on point**

* Have an **agenda**
* Stay on each agenda item until discussion is **complete** then call for decision before moving on to next item
* Shut down **cross** **talk** or talk straying from **topic at hand**

**How to get all members involved**

* Make sure to ask opinions from less **vocal** members on the team at some point in time in the meeting
* Do not allow any one member to **dominate** **discussions**
* As leader don’t spend more time **talking** than **listening**

**How to make decisions**

* Make sure all decisions pass the **5-C Test**
* Call for **consensus** on each agenda item before moving forward with meeting and make sure and get a response from every consensus member
* Do not use **silence** as conformation of consensus
* If you don’t get consensus **dismiss** or **table** the item for a time of prayer
* After coming back to an item after prayer and still no consensus and a decision must be made, refer matter to the **elders**

**Goal of the team**

* Honor God by doing **ministry** that impacts His kingdom
* Have events that are well **planned** and well **executed**
* Help all team members use their **gifts** and **talents** to serve the Lord their God