

How to Lead Meeting with Your Teachers

Sample Meeting Agenda Outline

- (1) **Pray**—Remember, don't ever pray as a filler as as a meeting launcher. We pray because prayer changes lives.
- (2) **Story Time**—Share specific stories about what God is doing. As the leader, you will know and hear stories that your leaders won't hear unless you pass them along. Share stories about how Jesus is changing lives and about how students are being affected. Brag on leaders and student and parents. Remember, just because you are leading the session, doesn't mean that you are the center of attention.
- (3) **House-cleaning**—Every ministry has administrative details that need to passed along to leaders (i.e., "Please use tape and not staples when you are hanging up a poster." Below are some other sample ideas:
 - a. Upcoming events
 - b. Calendar items
 - c. Current issues that need to be addressed
 - d. Other important reminders and challenges
 - e. Teaching tips (i.e., The Ten Time Bombs that will destroy your class; what to do if a student is being disruptive; how to answer questions for which you don't have the answers; etc.)
- (4) **Purpose**—Vision leaks. In other words in the same way that you can't fill your car with gas and keep it going forever, you can't cast vision once and expect it to continue. Continually keep the vision and focus of your ministry in front of your leaders.

Other Tips:

- (1) Always be prepared—If your leaders give you their time, you need to give them your best.
- (2) Never be late—Whoever is in the room first, owns the room. Your presence will set the atmosphere. Put on some soft music and set out a bowl of wedding mints or other candy.
- (3) Start on time—Respect your leader's time by beginning when you told them it would begin, even if they are not all there. Let the learn that what you say, is what you mean...in a kind way.
- (4) Finish on time—In fact, it's better to end early rather than late. Better to be brief than long, but make sure you cover everything that needs to be covered. Otherwise, you'll be making a lot of phone calls later to catch them up on what you should have said.

- (5) Never meet for the sake of meeting—Volunteers can tell when you have a purpose for the meeting or when you are coming up with things to talk about because you're supposed to have a meeting.
- (6) Make it worth their time—Your leaders should always leave a meeting feeling like they learned something, were challenged or blessed. Make the most of your time.
- (7) Relationship is more important revelation—In other words, what you reveal (or talk about) is not nearly as important to your volunteers as how you relate to them. Relationship is the key to making anything good last. So, spend time before and after talking and fellowshiping with your leaders.
- (8) Don't do all the talking—Ask for input. Ask for questions. Ask for discussion. Listen to your leaders.
- (9) Don't be afraid to lead—As a leader, people expect you to lead. Don't be afraid to make a decision or choose a direction and begin going that way. But don't go alone; cast a vision, explain it to your leaders, show your passion and bring them along the journey with you.
- (10) Take them to a new level—Look for things that will inspire your leaders. Use stories and video and testimonies from your teachers.
- (11) Be clear with expectations—Let your leaders know what you expect from them. If they need to be in their classrooms at 9:15 a.m., tell them that they need to be there at 9:15 a.m. and then explain to them the reasons for this.
- (12) Commit your meeting to God—Let the Lord lead your meeting. Ask for His wisdom and presence. After all, this is all about Him and His kingdom, not your and your ministry.