



Spiritually Productive Meeting Guidelines



The Church Council has developed *Spiritually Productive Meeting Guidelines* to help ensure that all meetings that take place at St. Mark's or in the name of St. Mark's follow a guideline that ensures they are all "spiritually productive"

The guidelines are not intended to say that your meetings are currently not spiritually productive only to lay out some guidelines to help accomplish the work that your team does and meet the vision of the church as well as building fellowship and discipleship. This will be beneficial in many ways:

- All meetings will follow the same format and members will be able to attend the meetings of any team and know what to expect.
- We will ensure meetings include pray, devotion, bible study, support and fellowship.
- We will ensure meetings are productive, they value and respect volunteer's time.

Guidelines

- Meeting times and locations are published on the church calendar
- Building use form is filled out in advance
- Meetings have and follow a printed agenda
- Meetings are open to all congregation members (unless privacy or personnel issues prevent this). Please read this statement when you have visitors to your meeting. *"Visitors are welcome at all St. Mark's meetings. your input is valuable but please refrain from commenting excessively. You should discuss your topic during the "new Business" section of the meeting."*
- Meetings start and end in time
- Meetings agendas are set up to include the following:
 - > Prayer
 - > Devotions*
 - > Bible study*
 - > Support and fellowship time
 - > Business section (including time for new business)
 - > Clearly stated action items
 - > Closing prayer
- Meetings should last one hour – one and a half max!
- Minutes should be taken, printed out and sent to the church office so they are available to anyone interested.
- Support and Fellowship is a time for new team members to introduce themselves and for the "regulars" to share how things are going in their life so we can all support each other.

* **Devotion and Bible Study:** Pastor Steve will publish monthly devotions and bible studies that can be picked up in the church office. You can use your own devotion and bible study if you choose.

