

STAFF MEETINGS

Principles of Staff Meetings:

- Creating Sacred Space: For leaders to lead others into sacred space they need to have already entered into sacred space themselves. You can't lead someone where you have not gone. Be intentional about planning time for creating sacred space as a leadership team well in advance of men/women arriving for the staff meeting and in advance of your need to finalize the staff meeting details right before the staff meeting. THIS IS CRITICAL.
- Have the staff meeting prepared, including assigning all staff meeting jobs, no less than one week before the staff meeting.
- Any leader who has a responsibility to prepare for or create a certain part of the staff meeting should have all preparation accomplished the week prior to the staff meeting.
- Make the meeting more than just an information giving session. If the content and experience of the staff meeting is largely in the "sage/mind" quadrant the impact of the meeting will be diminished.
- Make the meeting interactive for the staff members. Involve Heart, Soul, Mind and Strength.
- Create unique group building exercises that: Create Awareness and Build Connection between staff members (see below for more on creating group building exercises)
- Less is more. This goes for words, talks, experiences, instructions. Leaders: Learn to be CONCISE AND CLEAR.
- Assign roles for the staff meeting to people who embody the energy of the role being given them. For example: The person who is talking about recruiting men/women to the weekend should be someone who a) has vision, b) enthusiasm and c) a high level of energy around this part of the weekend. (To have someone who is timid, unsuccessful at recruiting or who has low energy encouraging women to recruit will not be effective.)
- WL: Ask yourself what kind of energy/quadrant is needed for each assignment. Pick a person who is strong in this quadrant or who is progressing in developing this quadrant in his life to carry out this assignment. (Mentor those who are developing the quadrant.)
- The Elders are considered part of the Leadership team and should be involved in all meetings, conference calls, etc.

Pre-weekend Staff Meetings Attendance:

- Staff must attend two staff meetings:
 - 1st – All Staff (In-person Meeting or Out-of-Town Zoom call)
 - 2nd – Color Team Zoom Call
- A staff person can miss one meeting if there is a conflict that is unavoidable. (Get the staff to clear schedules once the staff meeting times are announced.)
- If a local person cannot make the In-person meeting, give them the information for the out of town staff conference call.
- Missing both staff meetings is not acceptable without leadership approval.

Staff Meeting Leadership Roles:

Weekend Leader and Staff Coordinator plan for and organize all pre-weekend staff meetings no less than one week before the staff meeting.

Delegate the specific parts of the staff meetings to all staff leaders (those on the entire leadership team) **and to any other staff women who are experienced and who you assess could do that role well.**

Choose people who have the needed energy for that particular role. **Please ask other veteran staff to help out with the staff meetings; do not leave it up to the leadership team only!**

- **Sacred Space:** A staff leader, or elder(s) will lead this process at the beginning of the meeting. See “Creating Sacred Space and Group Building Processes” Document in the Meetings Folder.
- **Clearing Round:** A staff leader will lead this round at the 1st pre-weekend staff meeting, the 2nd pre-weekend Color Team meeting and at the Friday morning staff meeting on the weekend. (See “Clearing Round” document in the Meetings Folder.)
 - Note: The staff leader who leads the Clearing Round should do so at all staff meetings. It is expected that this leader will know this round well and be able to lead it well. This is a key learning piece for the staff.
- **Integrity Round:** At the first staff meeting go over the agreements (listed in the Staff Weekend Manual) and have everyone agree to them. Tell the staff that at the 2nd pre-weekend Color Team meeting and at the first staff meeting on Friday of the weekend you will lead an Integrity Round relevant to the agreements. Encourage the women to come in integrity with these agreements.
 - The staff leader who leads the Integrity Round should do so at all staff meetings. It is expected that they will know this round well and be able to lead it well. This is a key learning piece for the staff. See “Integrity Round” document in the Meetings Folder.
- **Group Building Exercises:** These are brief experiences (approximately 10 minutes or less) designed to connect the staff together and to focus on some growth piece for the individual and the staff as a whole.
 - (See “Creating Sacred Space and Group Building Processes” in the Meetings Folder for list of existing exercises and for ideas on creating your own.)
- **Elder Role:** An elder is someone the ministry deems capable of carrying the “elder mantel” on the weekend. This would be a person over 55 years of age and someone who solid in their faith, mature emotionally and mentally and has good discernment and the capacity to speak into the lives of others. (See “Elder Role” document for a longer description of this role.)
- **Out of town staff:** Weekend Leader will lead 1st Out of Town Staff meeting via teleconference. These should happen at 5-6 weeks out. The same topics are covered as the in town staff meeting minus group building exercises. These meetings should not take more than 45 minutes. See “Out of Town Conference Call Agenda” in the Meetings Folder for a longer description of these meetings.

Introducing new rituals to the staff:

It might be a good idea to introduce the B&B Sunday morning ritual to the entire staff at one of the pre-weekend staff meetings as a way of anchoring this new ritual in the community. This could be done in the place of the Sacred Space time. Use the Staff Broken and Beloved Small Group Leader notes for

this.

Post Weekend Debrief: (Ideas)

- Teleconference call of all leaders (45 minutes)
- Note the staff meeting times in the appropriate time zone. Make it clear which one it is. Announce the time and time zone that most of the out of town staff lives in.
- On Sunday morning of the weekend (if time allows) divide staff into small groups for debrief, led by staff leaders

Debriefing Leadership Team after the staff meeting:

- After the meeting ends, gather the leadership team together to debrief. This is an opportunity for the team to learn from one another. This meeting should be kept to about 15 minutes).
- Go through each part of the meeting, starting with the outside check in and cover each item in the staff meeting schedule. (Examples: Outside Check In, Clearing, Integrity, Group Processes, Sacred Space, etc.)
- Address the energy, flow, and communication of leadership team. Get feedback about this.

Guidelines for giving feedback:

- For each item ask: “What did you like about xxxx (how John led the Clearing)?” Give opportunity for whoever wants to give feedback about what they liked.
- Then, ask: “What do you think could have been done differently?” Give opportunity for whoever wants to give feedback about what they think could have been done differently.
- Note: This is a key element for continuing to grow as leaders. Do not sell one another short by hesitating to speak honestly and openly to one another.
- As WL, it is your job to keep this meeting on point. Do not let people get long-winded with their feedback or go on tangents.

Leadership Team Meetings on the Weekend

The Weekend Leader is to gather the entire Leadership Team together at least three times on the weekend. The purpose of these meetings is to stay connected and support one another in leading the weekend. These meetings will help keep the weekend on track as well as assist the leaders in their own personal growth on the weekend.

When to Schedule:

- End of Day on Friday
- During Dinner on Saturday
- Breakfast on Sunday
- Or whenever it fits in with the schedule. However, do it at least once a day.
- 15-20 minutes at least

What to cover:

- Discuss energy of the staff and weekend as a whole
- Check in with everyone about roles. How are Team Leaders doing with mentoring and staying on top of their teams? Are any “balls” being dropped?
- Check in with all leaders about how they are showing up and what they are aware of about their growth points so far on the weekend. Keep before the team specifics that were revealed in the Leadership Assessment. For example, check in about performance issues, staying centered, showing up in true or false self, etc. (Whatever the individuals and team brought into the light about themselves and each other during the assessment.)
- Encourage the leaders

INSERT 1st STAFF MEETING IN PERSON HERE

INSERT 1st STAFF MEETING OUT OF TOWN HERE

INSERT COLOR TEAM ZOOM HERE