

Guide for Parish Pastoral Council and Committee Meetings

1. Chairperson to publish the agenda in advance.

- a. Discuss/ agree the agenda with your group secretary. Group members need to know to contact chairperson at least 10 days in advance to have items included on the agenda.
- b. Once the agenda is agreed; email it to Ashley and copy in Con giving a note for the bulletin saying date/time/venue of meeting. This information will then be put in the bulletin with a link to the published agenda.

2. Meeting structure

- a. Open with a prayer
- b. Welcome all, (*ensure the meeting is quorum*) draw attention to the agenda and agree an end time for the meeting.
- c. Address the minutes of the last meeting to sign them off
- d. Facilitate discussion on each of the items on the agenda, Keeping an eye on time and ensure that actions are agreed with people to take responsibility and timelines as appropriate.
- e. Address any AOBs that arise
- f. Draw the meeting to a conclusion by briefly summarising agreed actions
- g. Agree the date of the next meeting
- h. Close the meeting with a prayer

3. Secretary to take minutes of the meeting (main points and agreed actions only). These are to be written up and shared with the chair. The minutes are then to be emailed to Ashley (in a pdf format) and copy in Con giving a note for the bulletin saying the minutes of the meeting which took place on (date) can be found on the Parish Website (Con will add the link). This information will then be put in the bulletin with a link to the published agenda

4. TIPS to help the meeting go smoothly

- a. Arrive 10 mins before hand to set up the room and be ready to welcome participants
- b. Be ready to lead prayer at the start of the meeting or ask another to lead the short time of prayer.
- c. Ensure that copies of the agenda / minutes of the last meeting are available (or train your group to bring electronic copies!)
- d. Set the expected end time of the meeting and identify the main point from the agenda items where most discussion is expected (if that is the case)
- e. If points arise that are not relevant to the agenda be firm in directing that to another meeting if necessary. Keep people to the agenda
- f. Listen and summarise briefly people's points. Don't let them extend their floor time unnecessarily. Facilitate everyone who wants to speak to say their bit.
- g. Ensure discussion leads to action – even if it is we will need to pray about this and propose that we discuss it further at the next meeting after some thought time.
- h. If questions arise that can't be answered directly, then say we will research this further and get back to you on that point.

5. Group representatives. If the main representative of a parish group cannot make a meeting it is up to them to nominate a representative from within their group and brief them on any relevant details so that they are empowered to speak for that group.