

## Facilitating Meetings

In any meeting, having a good facilitator helps. Some tips for facilitating a meeting:

- Be aware that some people are quieter than others. Invite those who have said less to speak. A facilitator might say “I would like to hear from some of you who have not yet spoken.”
- Help the group avoid going off topic. Say things like “Are we asking the right questions?”
- Keep the meeting moving. This includes saying things similar to “Has this topic been covered thoroughly?”
- At the end of the meeting, summarize the outcomes to help the group get closure.



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## Recommendations for Church Meetings



Department of  
Pastoral Services



## What Makes a Church Meeting Different?

### *Prayer*

Begin each meeting at the parish with prayer, because every parish group is working for Christ! Christ is at the center of every parish task, so spend time getting to know Christ and inviting Christ to guide the group's work.

### *Mission*

What the parish group meets about usually relates to the mission of the Church. Church meetings are generally about evangelization, community building, prayer, catechesis, service, or the financial needs and infrastructure needs to implement the above.

### *Relationship Building*

The parish group is a community of believers. In any effective community, its members know each other. Spend some time in each meeting building relationships.

# Good Meeting Practices

## *Agenda*

List action items, including how much time each item is anticipated to take. Some groups like to list a start time for each agenda item. Identify who will present on what items.

Recall the goals of the parish group when writing its agenda. Pastoral councils address topics of pastoral concern. Finance councils discuss the parish's financial situation. Social groups plan and promote parish social events. When a group becomes unfocused, meeting participants might become upset or frustrated.

## *Minutes*

Have a person who is assigned to record the minutes, prepare them promptly after the meeting, and share them with the whole group.

Good minutes include:

- Date of Meeting
- Members who were Present, Excused, and Absent
- Topics Discussed
- Recommendations and Decisions of the Group
- Open Action Items
- Date, Time, and Location of next meeting



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