

# **LEAD 10 Minute Toolbox for Congregational Council Leaders**

## **Sample Meeting Ground Rules**

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- Start and end the meeting on time
- Have a prepared agenda
- No after-meeting parking lot discussions
- Complete action items as committed
- One person speaks at a time
- Address conflict by dealing with the issue not the person
- Turn off cell phones
- Notify the team in advance if you will be absent
- Listen actively
- Be a participant, not a lurker
- What's said in the room, stays in the room
- Have fun, but not at the expense of someone else's feelings
- Be present, both physically and mentally