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- A hand is visible on the left side of the image, pointing towards the text. The hand is resting on a document that contains technical drawings or blueprints, with some text like 'TOURNAIS' and '10/10/11' visible. The background is a light blue gradient.
- **For AUDIO: Call 1-605-715-4970**
 - **ENTER WHEN PROMPTED:
320389#**
 - **If you have a Bible – open to Philippians
1**



Annual Meeting Preparation and Wisdom

Southwestern Minnesota
Synod - 2010


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Prayer

Let us pray together:

Gracious Father, we pray for your holy Church. Fill it with all truth and peace. Where it is corrupt, purify it; Where it is in error, direct it; Where in anything it is amiss, reform it; Where it is right, strengthen it; Where it is in need, provide for it; Where it is divided reunite it; For the sake of Jesus Christ Our Savior. Amen.

Philippians 1:27, 2:1-11


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Please listen to the Word of the Lord
and
Notice where you are caught or
hooked
By the text. Share with one another
what you heard when the Scripture is
read. Listen to each other

Philippians 1:27


- 1:27
- Only, live your life in a manner worthy of the gospel of Christ, so that, whether I come and see you or am absent and hear about you, I will know that you are standing firm in one spirit, striving side by side with one mind for the faith of the gospel,

Philippians 2:1-4

A close-up photograph of a person's hand pointing with the index finger towards a set of architectural blueprints. The blueprints are spread out on a surface, showing various lines, circles, and text. The hand is positioned on the left side of the frame, with the finger pointing towards the right. The background is a light blue gradient.

If then there is any encouragement in Christ, and consolation from love, any sharing in the Spirit, any compassion and sympathy, make my joy complete be of the same mind, Having the same love, being in full accord and of one mind. Do nothing from selfish ambition or conceit, but in humility regard others as better than yourselves. Let each of you look not to your own interests, but to the interests of others.

Philippians 2:5-8

A hand is visible on the left side of the image, pointing towards the text. The hand is resting on a set of architectural blueprints, which are partially visible at the bottom left corner. The blueprints show various lines, curves, and text, including the word 'TOURNAI' and some numbers like '10000' and '1000'.

Let the Same mind be in you that was in Christ Jesus, who though he was in the form of God, did not regard equality with God as something to be exploited. But humbled himself, taking the form of a slave, being born in human likeness. And being found in human form, He humbled himself and became obedient to the point of death, even death on a cross.

Philippians 2:9-11

Therefore God has highly exalted him and gave him the name that is above every name, so that at the name of Jesus every knee should bend, in Heaven and on earth and under the earth, and every tongue should confess that Jesus Christ is Lord, to the Glory of God the Father.

- Preparation
- Set the Agenda
- Move beyond reports and speeches to engagement
- Empower the whole council and congregation through discussion
- Encourage participation of all ages



Running a Meeting:

- **Remember a meeting that you have led or others have led that has gone well...**
 - **What happened that we should remember as we plan for the coming round of annual meetings?**

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Preparation

- Running a good meeting is really an art.
- Successful meetings start *before* the meeting.
- 10 Keys to a Successful Meeting


#1: Prepare and Set the Agenda

- A simple agenda can help set expectations, keep a meeting on track, and create accountability.

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#2: Advance Communication

- Talk beforehand with leaders
 - influential people who will attend
 - uncover issues and helps you plan.
- Surprises don't help –
 - request all action be brought to council prior to Jan. meeting
 - Builds trust

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#3 - Encouraging Participation and Mission

- Discussion taps collective knowledge
 - Encourage listening and respect for one another
- Small Group Conversation
 - Celebrate, Lament, Dream
 - Continuing and New Council
 - Break in large group

#4: Manage Time

- Start on time, try to not end late, and waste time in between
- Use a hymn as a transition – a verse between sections
- Time map - Agenda


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#5: Manage Conflict

- Make it safe to disagree so participants debate issues on their merits.
- Lay down guidelines before discussing difficult issues
- Don't allow discussion to get personal
 - Zero tolerance for personal attacks

#6: Control Difficult People

- While debate is usually healthy,
 - Some people will test the limits by arguing miniscule points or refusing to see others' views.
- During meetings, allow disruptors to speak their piece, but
 - Enforce time limits and move on
- Don't let someone hi-jack the meeting
 - Motion to limit comments to 3 minutes e.g.
 - Set rules at beginning
 - Principles above personalities
- Stop side conversations

A close-up photograph of a person's hand pointing with their index finger towards a document, likely a blueprint or architectural drawing. The hand is positioned on the left side of the frame, and the document shows various lines and text, though it is partially obscured by the hand and the text overlay.

Who you are matters as much as what you do...

- A good leader stays focused and makes it a little entertaining.
- Taking responsibility for this role is half the battle in leading good meetings.
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- Remember, everyone wants somebody to *lead*.
- Take up the role, accept it, grow with it

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Parliamentary Procedure

- Allows the will of the majority to be done while respecting the rights of the minority and individual members and does so in an orderly manner that allows full and free discussion.

Principles and rules

1. One subject at a time
2. Alternate points of view
3. Always call for the negative vote
4. Decorum and avoidance of personal references in debate
5. Confinement of debate to the merits of the pending question

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How motions are handled

1. RECOGNITION BY THE CHAIR
2. MAKE THE MOTION –
 1. SHOULD NOT FOLLOW A SPEECH
3. SECOND
4. DEBATE – Motion Maker has the right to speak first
5. AMEND – CHANGE THE MOTION
6. VOTE

RESOLUTIONS

- Should be submitted in writing
 - Secretary
- Preamble – Whereas –
 - Brief statement or background information
 - Merits of the resolution are likely to be poorly understood

RESOLUTIONS - CONT

- Resolved – This is the action part of the resolution. It should clearly state:
 1. The action that should be taken
 2. Who is responsible to implement the action
 3. The date the action should be accomplished
 4. To whom the results should be reported

HELP

- Have help available
 - Parliamentary help –
 - FFA
 - Chart of motions (pdf online)
 - Roberts Rules of Order
 - Agenda – With a est. time map
- Read your constitution before meeting

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Voting Members

- Read your constitutions – Local and Model ELCA
- C8.02 c. ***Voting*** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation.

Process to Update Constitutions

- Update your constitutions if old
 - Legal concerns
 - Staff help
 - Model – online
 - Starred provisions required
 - Bring to synod Policy and Procedure – drafts
 - Action

Dual Rostering - LCMC

- **Response: No.** There is no provision in the governing documents of the **Evangelical Lutheran Church in America** for dual rosters of congregations.
- The one very limited exception to this rule regards the possibility of a federated full-communion congregation (9.90 in the Constitution of the ECA)—and the existence of this exception proves the rule that ELCA congregations cannot be “dual rostered.”
- If a congregation joins the roster of some other denomination, it has violated the very fundamental tenets that make it an ELCA congregation under the ELCA Constitution 9.21.

Process to Leave ELCA

- Special Meeting
- 2/3 Vote
- At least 90 days
- Consultation with Bishop
- Second vote – letter 2/3 vote

Votes to Leave

- Requires a Special Meeting
- You have three constitutions
 - ELCA
Churchwide/Synod/Congregation
- Motion to begin termination not in order
- A motion to call for a meeting to leave would be in order.
 - Check constitution – might direct the council to act or others
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Non votes – abstentions count as no

- Reminder about the two congregational votes required by ELCA Constitution 9.62:
 - Both votes must be approved by two-thirds of the voting members PRESENT.
- Note well that it is NOT just those present and voting who are counted to determine the 2/3's;
 - all voting members present must be counted in order to determine the denominator of the fraction.
 - Voting members who do not vote or who abstain are the same as negative votes when calculating the 2/3's majority.

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Tough votes

- Good practice – formal notice to all
 - People will not say that they had “no idea”
 - Other business will not get lost
 - Tough action – careful process
- Tough Votes - Best to have a written ballot

Questions

- Budget Moves
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- Group Questions.....

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Thanks for your leadership



Make It Simple

A Resource for Stewardship Education and Annual Response