

Ministry Meeting Health Check

From Talk to Traction

Purpose: This one-page tool helps ministry teams quickly assess whether meetings are advancing the mission—or simply consuming time.

1. Purpose & Mission Alignment

Check all that apply: - The purpose of the meeting was clearly stated at the start - The agenda was anchored to our mission and vision - Discussion focused on ministry priorities, not just urgent issues

Warning signs: - The reason for meeting was unclear - Conversation drifted away from mission impact

2. Conversation Quality

Check all that apply: - Discussion was focused and stayed on topic - Input moved toward clarity, not just sharing opinions - Scripture, prayer, or discernment informed the conversation appropriately

Warning signs: - The same issues are discussed repeatedly with no resolution - One or two voices dominated while others disengaged

3. Decisions & Discernment

Check all that apply: - Clear decisions were made where needed - We discerned together rather than deferred responsibility - Decisions aligned with our core values

Warning signs: - Decisions were postponed “for later” - Agreement was assumed but not confirmed

4. Action & Ownership

Check all that apply: - Specific next steps were identified - Each action item had a clear owner - Deadlines or follow-up accountability were established

Warning signs: - Action items were vague or assigned to “the group” - No plan existed to revisit commitments

5. Engagement & Energy

Check all that apply: - Participants were attentive and engaged - The meeting strengthened trust and unity - Energy increased as clarity emerged

Warning signs: - Side conversations, multitasking, or withdrawal - Participants left feeling drained or unclear

6. Outcomes & Impact

At the close of the meeting, answer together:

“What changed because we met?”

- Direction is clearer
- Decisions were made
- Action is moving forward

If none apply, the meeting lacked traction.

Quick Scorecard

- **18-20 checks:** Strong, mission-advancing meeting
 - **12-17 checks:** Productive but needs sharper focus
 - **Below 12:** High talk, low traction — redesign needed
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Closing Prayer Prompt

Lord, help us steward our time well, listen wisely, decide courageously, and act faithfully for the sake of Your mission.