



WELS NATIONAL CONFERENCE ON
LUTHERAN LEADERSHIP



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EFFECTIVE, MISSION-DRIVEN MEETINGS

**REV. JUSTIN CLOUTE &
MR. SEAN YOUNG**



**ST. LUKE'S LUTHERAN CHURCH
WATERTOWN, WI**



Missoula, MT – Population 75,000





Watertown, WI – Population 23,000



An aerial photograph of Missoula, Montana, showing a dense forest of green trees covering the city. In the background, there are blue mountains under a sky with scattered white clouds. The text is overlaid on the left side of the image.

Missoula, MT

34 years old

20% Graduate degree+

31% married

Nones 72%

Lutheran 3.8%

Wels .3%

Pastors in church - 0

A street-level photograph of Watertown, Wisconsin, taken at dusk. The street is lined with multi-story brick buildings. Streetlights are on, and a few cars are visible in the distance. The sky is dark with some clouds. The text is overlaid on the right side of the image.

Watertown, WI

38 years old

7% Graduate degree+

50% married

Nones 36%

Lutheran 24%

Wels 20%

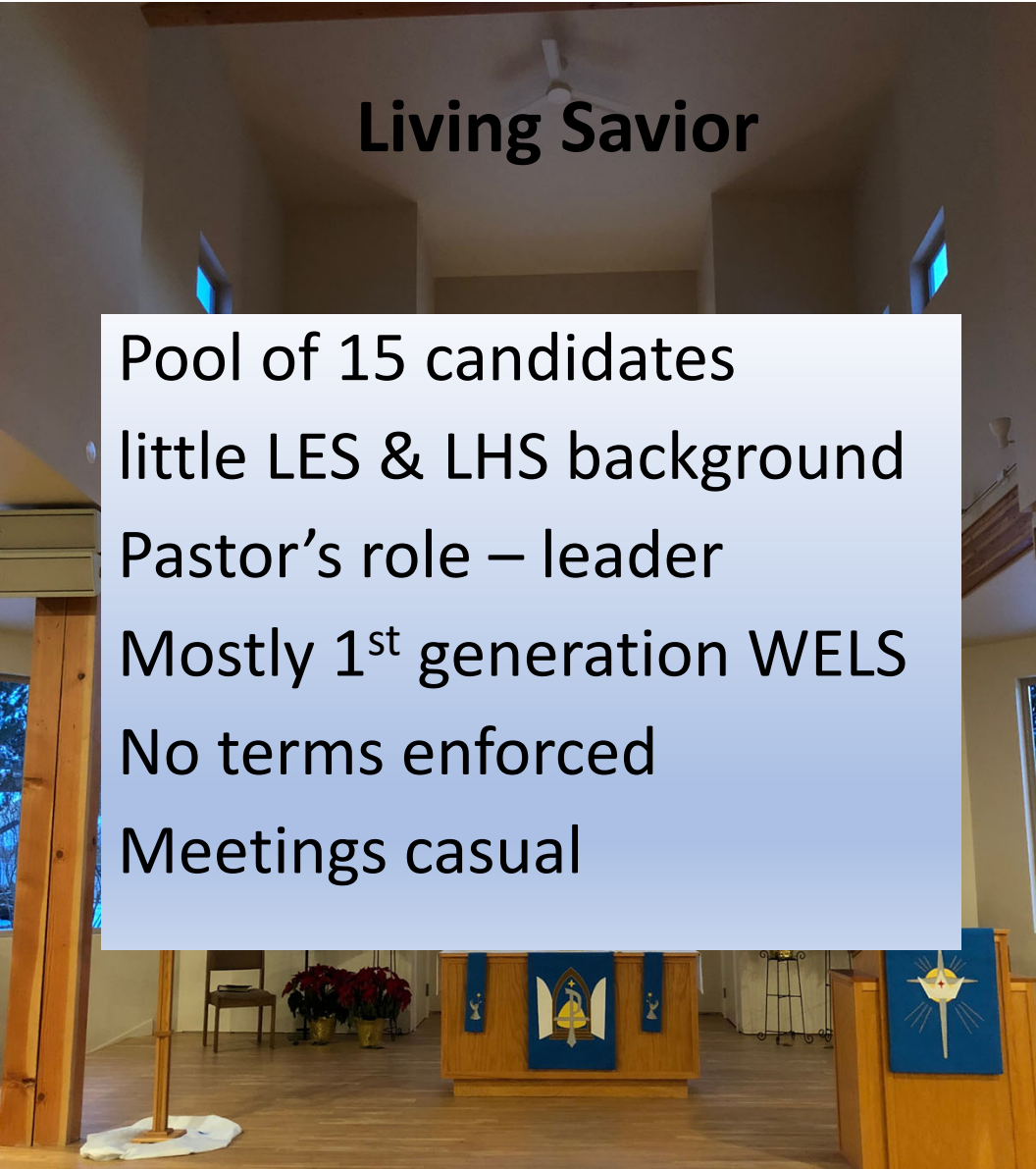
Pastors in church - 20

Living Savior
Lutheran, Missoula,
MT



St. Luke's Lutheran,
Watertown, WI





Living Savior

Pool of 15 candidates
little LES & LHS background
Pastor's role – leader
Mostly 1st generation WELS
No terms enforced
Meetings casual



St. Luke's

Pool of 100 candidates
LES & LHS background
Pastor's role – advisory
3-4th generation WELS
3-year terms enforced
Meetings more formal

EFFECTIVE, MISSION-DRIVEN MEETINGS:
7 STARTER QUESTIONS



1. How would you describe the format of your Executive meetings? (agenda- driven, L10, reporting, hybrid, other)
2. Do you read through area of ministry reports in your meetings?
3. Do you stick to a hard end to your meetings? How long is your average executive (council) meeting?
- 4. What are your biggest frustrations about your meetings?**
5. Or what do you feel drags your meetings into “black holes”?
6. What have you learned about meetings with experience that you wish you would have learned earlier?
7. What factors would lead you to rate a meeting as good (can’t be not having meeting!)?

EFFECTIVE, MISSION-DRIVEN MEETINGS:

- 1. How would you describe the format of your Executive meetings? (agenda- driven, L10, reporting, hybrid, other)**

We are a hybrid of reporting and agenda driven. Our current president is trying to turn us around to be more forward thinkers. (I think I've shared with you the walking backwards analogy, moving forward but reacting when things come into the periphery.) - BP

EFFECTIVE, MISSION-DRIVEN MEETINGS:

2. Do you read through area of ministry reports in your meetings?

Yes, report becomes verbatim repetition of what was said last month (e.g. Elders are looking at the attendance numbers and considering how to encourage members...) – AK

We don't read through reports at any meeting. At the council meeting, each chairman gives a short summary or a highlight. This will sometimes go longer than necessary. They are encouraged to make it brief - JM

EFFECTIVE, MISSION-DRIVEN MEETINGS:

3. Do you stick to a hard end to your meetings? How long is your average executive (council) meeting?

Not a hard stop...yet. But our president seeks to keep them to 2 hours, and that's when there are large item discussions. – BP

EFFECTIVE, MISSION-DRIVEN MEETINGS:

4. What are your biggest frustrations about your meetings?

It feels like they happen only because they're scheduled on the calendar. It seems nothing has changed after the meeting except the time on the clock. – AK

EFFECTIVE, MISSION-DRIVEN MEETINGS:

4. What are your biggest frustrations about your meetings?

There can be a lack of education or a lack of caring about it, but one of the big things is when guys start going on tangents...For example I've just started wondering about our Church council. Is it simply an oversight board. We make sure other boards are getting their rocks moved and moving the overall ministry plan ahead. Or, does the council plan things or carry out things? I'm not sure. Focus and purpose is helpful. Why are we here? - JM

EFFECTIVE, MISSION-DRIVEN MEETINGS:

5. Or what do you feel drags your meetings into “black holes”?

I suspect a mix of things. There isn't a clear understanding of "mission" or ministry goals in the long-term. I don't think the leaders have been given ownership of the areas of ministry to which they are assigned. I don't think they've been given permission to be creative in problem solving. I think they're afraid of making mistakes...

EFFECTIVE, MISSION-DRIVEN MEETINGS:

5. Or what do you feel drags your meetings into “black holes” (cont...)?

...I think they're used to the called staff "doing" all the ministry, while they quietly and respectfully "approve" it (or disapprove of it!) at official meetings. Their burden of leadership, as they understand it, is to show up once a month, as long as it takes, and say "aye" when prompted. This, they've been told, is faithful church leadership. Someone has to do it. - AK

EFFECTIVE, MISSION-DRIVEN MEETINGS:

6. What have you learned about meetings with experience that you wish you would have learned earlier?

If you have a meeting format like L10 make sure everyone is on board with that format, that they are educated on how it works, and make sure the chairman knows how to run the meeting. I think whoever is leading the meeting plays a huge role in its success or failure. Train them how to do what they need to do to run a successful meeting.- JM

EFFECTIVE, MISSION-DRIVEN MEETINGS:

6. What have you learned about meetings with experience that you wish you would have learned earlier?

The good-hearted godly men serving on our boards are tapped out. The structure has outlived its usefulness. Our men are working 50-60 hours/week and running kids to all the events. Moms, too, are working many hours. Families are worn out. We need our men to first be godly care-takers of their families, not minute-fillers for a bylaws structure. - PW

EFFECTIVE, MISSION-DRIVEN MEETINGS:

7. What factors would lead you to rate a meeting as good (can't be not having meeting!)?

Back-and-forth, respectful discussion of the pros/cons of an issue. Healthy disagreement. Coming to a mutual solution organically and not by "top-down decree." Leaving the meeting with a sense of purpose, a task (or tasks) to address before the next meeting. People speaking up when they feel uncertain or confused about something.

Conversation, instead of mindless approval to get it over with. Clear delineation of who will be responsible for what.

- AK

Regulations and Rules of Order for the German Evangelical Protestant Congregation in
Watertown Wisconsin in Agreement with the Congregation's Constitution.

(Adopted February 8, 1863 in a scheduled congregational meeting)

(Selected sections)

§1. The president is chairman of all meetings; in case of his absence the oldest member of the council at the time;

§4. Only with the approval of the chairman may anyone speak on a subject more than twice, and each time for only 5 minutes maximum.

§5. Each person offering a motion or speaking to a motion must stand, face the chairman and speak in a respectful manner to him

§9. Each member in attendance is required to vote unless he has been given a release by the congregation.

§13. If any money matter is to be voted on and several proposals about the amount are under consideration, the order of voting on the amount must begin with the highest amount proposed and then move downward until a motion for an amount is passed.

EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Here are the 7 most common meeting types:

1. **Decision-making meetings.** These are called when an action needs to be taken by a group.
2. **Problem-solving meetings.** These are used when a group needs to come together to solve a specific problem.
3. **Team-building meetings.** These meetings are used to build cohesion within a group and improve the way team members work together.
4. **Brainstorming meetings.** These are used to generate new ideas or make links between novel or innovative concepts.
5. **One-on-one meetings.** This is a meeting scheduled between two people to discuss something specific.
6. **Quarterly planning meetings.** Held every three months, these are used to plan how a team will execute the company's goals.
7. **Check-in meetings.** These meetings are used to monitor task progress against an expected outcome.

EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Combining ALL SEVEN meeting types into one “Level 10” meeting allows us to:

- 1. Keep your leadership team FOCUSED on the most important priorities of your church/organization.**
- 2. Hold your leadership team ACCOUNTABLE for the things they’ve committed to.**
- 3. Identify, discuss and truly SOLVE issues – once and for all.**

EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

What exactly IS a “Level 10” Meeting?

A Level 10 meeting is a weekly, biweekly or monthly 90-minute, collaborative executive meeting based off of your ministry plan with the same agenda every week. At the end of each meeting, those participating quickly rate the meeting on a scale of 1 to 10 on how they followed the meeting format and how productive the meeting was.

EFFECTIVE, MISSION-DRIVEN MEETINGS:
GETTING FROM POINT A TO POINT Z

There are FIVE earmarks of a great Level 10 meeting:

1. Same day of the week/month
2. Same time
3. Same agenda
4. Starts on time
5. Ends on time

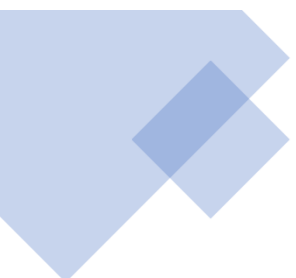
EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

1. START ON TIME WITH GOOD NEWS

This is a segue to get you to transition from working IN the ministry to working ON the ministry. It brings a human element to our work by sharing both personal and ministry highlights.



St. Luke's Lutheran Level 10 Monthly Meeting

Day: 09 JAN 23

Time: 6:30 – 8:00 pm (U.S. Central Time)


Participants:

Ryan B-----	Rev. Justin Cloute	Neil L-----	Nicholas O-----	Rich P-----
Rev. Tim R-----	Will W-----	Sean Young	George Z-----	

6:25 Arrival: Arrive or connect to Zoom link in meeting invitation.

6:30 Segue: (5 minutes) Turn off devices. Start promptly. Pastor opens with prayer.

6:35 Devotion & Good news (5 minutes) from each participant.



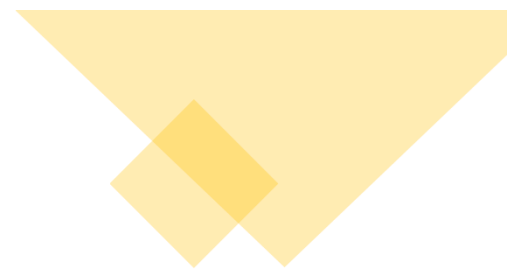
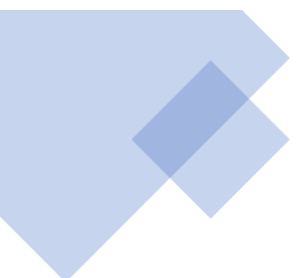
EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

2. MAKE SURE EVERYTHING IS ON TRACK


The next three agenda items are all about reporting and making sure everything in your ministry is on track. Avoid discussing these items! If anything is off track, then drop it down to the “Issues” section and move on. That way you are keeping those things of greater importance in front of everyone.



6:50 Rock Review (5 minutes) Quick review of each leadership team rock (“on track” or “off track” answers). No discussion. If discussion is needed, add to IDS. **These need to be set for March 13, 2023.**

1.	Building renovation - next step	WW
2.	Call for restaurant card donations for ROC/Attend ROC meeting	WW
3.	Present building recommendations (Roll)	WW
4.	Possible Youth & Family Ministry Teams	PR
5.	Establish date and plan for 175th committee	PR
6.	Identify lead and plan for HCC (Rollover)	RP
7.	Current training and reach 60 <u>inactives</u>	RP

6:55 Ministry (People) Headlines (5 minutes)



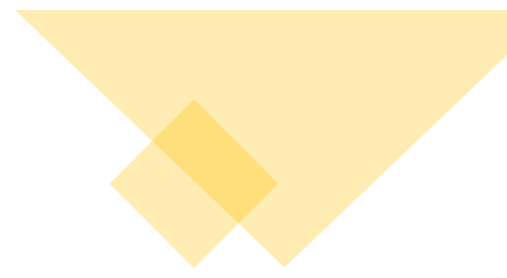
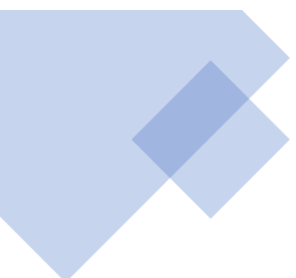
EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

3. TO-DO LIST


This brings a little accountability to your meeting. Review all of the to-dos from the last meeting to make sure they all got done. 90% should be done, and anything that's not done or needs to be discussed should be dropped down to the Issues List.



7:00 To-Do List (5 minutes) Insert action items from last week. Done or not done?

Again, no discussion. If discussion is needed, it is added to IDS list.

Action/Steps Required	Resources Needed	By Date	Point Person	Outcome/ Measurement
Visitor Follow-up as part of the outreach team, assemble a coordinating team for distribution of mugs w/card and candy.		10 DEC 22	SY	<i>NOT DONE</i>
\$1K grant for family who lost home for fire			GZ	<i>Done</i>
Share that the Awake & Alive grant has been awarded.			TR	<i>Done</i>
Determine the timing of TSL subsidy funding delivered to applicant families.			WW	<i>Done</i>



EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

4. DROP IT DOWN, DROP IT DOWN, DROP IT DOWN

It is SO tempting to ask questions during the first five agenda items (which should take 25 minutes), but resist! Here's a good rule of thumb: if more than 10 or 15 seconds of discussion starts, raise your hand and say, "With all due love and respect, is than issue we should drop down to the Issues List?".

EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

5. PRIORITIZE ISSUES & SOLVE THEM

Your first order of business is to prioritize the issues list with '1', '2' & '3'. Everyone select their top three and then select the issue with the highest priority. Your next order of business is to strive to understand the real issue. That's where the "Identify", Discuss" and "Solve" come into play (the "IDS" formula).

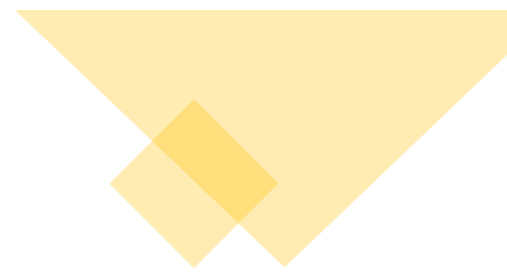
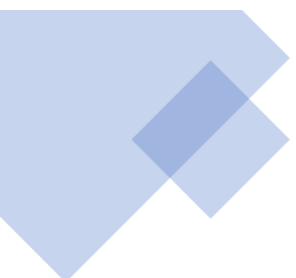
EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

5. PRIORITIZE ISSUES & SOLVE THEM *(continued)*

“Identify”, Discuss” and “Solve” (or “IDS”) allows the group to avoid tangents by identifying and agreeing on the REAL issues. This is where it gets tough and is why you have 50 minutes to work through it on the agenda. Some meetings you’ll get through only one issue, other meetings 5. If you address the most important issues, you’ve done great work.




7:05 IDS – Identify/Discuss/Solve (50 minutes) Current Issues list. Prioritize. Start with #1.

Everyone should come to the meeting with their top two issues.

- Solutions are added to the new To-Do List for next week.

#	Issue (Topic for debate or discussion)	Solution (Who does what by when?)
	Aging décor of sanctuary	<i>In Progress</i>
	L10 usefulness	<i>In progress</i>
	Discuss midyear increase for Called Workers?	<i>Done</i>
	Early childhood program update?	
	Transition for council members (Jan/Feb)	<i>Looking to have the old with the new!</i>
	Building upgrades vs expansion? BOTH! <ul style="list-style-type: none">- Parking lot- Roof (shingled)- HVAC for church only- School LED upgrade	



EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

Six ways to improve your Level 10 meetings:

6. CONCLUDE ON TIME

When there are five minutes left in the meeting, you move to conclude with three quick things. Recap the “to-do” list, discuss if there are any communications that need to be shared with the rest of the congregation, and rate the meeting on a scale of ‘1’ to ‘10’ with ‘10’ being the best. This allows your team to self-correct over time and hopefully improve with each meeting.

7:55 Conclusion (5 minutes) Tie up loose ends.

- Review and Recap New Monthly To-Do List
- Cascading Messages (What needs to be communicated? By/to whom, how, when?)
- Rate this meeting (1-10) (How can we improve?) WW-8; RP-9; TR-8; NO-8; JC-8; SY-9
- Encourage people to look over Below Upcoming events list
- **UPCOMING EVENTS**

Date	Time	Description of Event
09 JAN 23	6:30PM to 8:00PM	Church Council, St Luke's
15 JAN 23	11:30PM	Member Care Team
16/18 JAN 23	All Day	Conference on Lutheran Leadership
18 JAN 23	7:00PM <u>to ?</u>	Voter's meeting
22 JAN 23		Physical Plant presentation
25 JAN 23		Volunteer Appreciation Dinner
04/05 FEB 23		Discovery Workshops

EFFECTIVE, MISSION-DRIVEN MEETINGS:

GETTING FROM POINT A TO POINT Z

THREE TAKE AWAYS REGARDLESS OF SYSTEM/PROCESS:

- 1. Everyone understands why they are there (accountability/you are representing an area of ministry/there is meaning to your work!).***
- 2. Have an agenda, stick to it and DON'T do committee work (or get into the weeds on someone else's thing).***
- 3. You MUST have a hard stop time.***