

GUIDELINES FOR STAFF MEETINGS

Northside church of Christ

1. The purposes (reasons) for having staff meetings will be:
 - a. To have clear, accurate, and caring communication with each other and to have that same kind of communication transferred to the congregation and to those outside the church as well.
 - b. To coordinate schedules for the most effective use of time and talent.
 - c. For mutual edification of each other and others.
 - d. To grow spiritually through Bible study and prayer.
 - e. To work on growing in our effectiveness as a team.
 - f. To address and solve problems that arise quickly and positively.
2. The time for staff meetings will be each Monday that the office is open at 10:30 a.m.
3. The time limit will be one hour.
4. We agree that the staff meeting is important. All staff members are expected to be present. That will be shown by placing it on a high priority on our weekly schedule. Only events of the seriousness of funerals, medical emergencies, or problems that cannot be rescheduled without hardship will delay or eliminate staff meetings. When only a part of the staff is involved, the remainder of the staff will continue the meeting. If a staff member is going to be late or absent, she/he will communicate that to the group.
5. Jerrie will coordinate the meetings.
6. Regarding potential interruptions:
 - a. We will not receive phone calls during the meeting.
 - b. The answering machine will be used during meetings; this will be communicated to the congregation.
7. We recognize that we have a right to all our feelings such as anger, grief, joy, fear, etc., and that we can express those with care, concern, and responsibility.
8. We can disagree as well as agree and can feel free to express either in a way that values and respects others.

9. We have agreed to speak confidentially during staff meetings. That means that what we say here stays here and will not be shared with others outside the meeting unless it is general knowledge that others would receive from sources other than Northside staff. Material that would not be appropriate to publish in the weekly bulletin is not to be shared with anyone: family, friends, or other members of this congregation or others.
10. We will celebrate and grieve as a group.
 - a. Birthdays will receive appropriate recognition.
 - b. We will have a time to say good-bye to departing staff members.
11. We have a right to bring up old business when we feel we have not finished with any issue.
12. We agree to change any guideline that needs to be changed – adding, deleting, or modifying any rule that would promote more helpful, productive, and encouraging staff meetings.
13. We will reevaluate our guidelines during our staff meeting, Monday, October 3, 2016.