

Stewardship of Time



Good Stewardship during Parish Meetings

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The Breathing Prayer



Breathe in God's Love...
Breathe out...

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What is Stewardship of Time?



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 **Talking about Time** 

- “There just isn’t enough time in a day.”
- “I don’t know where the time goes.”
- “I’ll try to find time, but...”

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Thinking about Time



“It cannot be accumulated like money or stockpiled like raw materials. We are forced to spend it, whether we choose to or not, and at a fixed rate of 60 seconds every minute. It cannot be turned on and off like a machine or replaced like a man. It is irretrievable.”

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How are we using our time?



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Productive meetings don't just happen!



Productive meetings are the result of careful planning and preparation.



What is the Purpose of this Meeting?



- Communication and decision-making?
- Dissemination of information?
- Instruction?
- Forming a team?
- Planning or implementing a project?
- Evangelization?
- Spirituality?



What do you want to accomplish during this meeting?



Who should be invited to this meeting?



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Where should this meeting be held?

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Who will lead this meeting?



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1. What is the purpose of this meeting?
2. What do you want to accomplish?
3. Who should be invited?
4. Where should this meeting be held?
5. Who will lead this meeting?



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Planning your agenda



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What prayers will you use during the meeting?



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How will you balance the interaction of the leader and the participants?



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What presentation materials will you need?

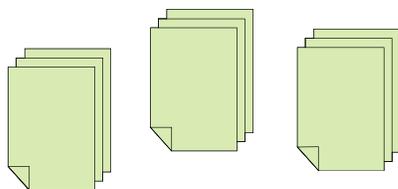


How will you present information?
What supplies will you need for participants?

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When will you distribute handouts?



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Will you offer refreshments?



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Structuring your agenda

- Welcome and housekeeping details
- Opening prayer
- Introductions
- Purpose of the meeting & what to accomplish
- Teaching or information segment
- Generating and processing ideas
- Making a decision or coming to consensus
- Time for questions and comments
- Overview of what has been accomplished
- Next step...Next meeting
- Closing prayer

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Making a Good Meeting Really Great!



- Arrive early
- Organize your team
- Create a Welcoming Atmosphere
- Plan for Early Birds
- Start and End on Time

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Be A Good Leader



- Take time for Introductions.
- Review the agenda.
- Give people a chance to participate.
- Inject humor.
- Maintain an atmosphere of respect.
- Use good communication skills



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Rules for Brainstorming

- State the idea briefly without long explanations.
- Be creative.
- Don't worry about what other people think.
- There will be no criticism of ideas.
- The more ideas the better – even if they're crazy.
- It's okay to piggyback on someone else's idea.
- It's okay to combine ideas.
- It's important for everyone to have fun!



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Tips for Reaching Consensus



- Reorganize the brainstorming ideas.
- Discard ideas the group agrees will not work.
- Prioritize ideas that might be possible now, in the next few months, in the next year, or in the next five years.
- Modify/combine/rewrite/paraphrase ideas.
- Break down ideas and then restructure them.
- Build on areas that have the most agreement.
- Ask the question: Can you live with this?



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Dealing with Difficult Situations



Competing conversations
Grandstanding
Hijacking
Disagreements
Cynics, Skeptics and Doubters



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A Good Facilitator...

- Is honest and open with all of the participants.
- Is patient and understanding.
- Gives good instructions.
- Practices active listening skills.
- Helps the groups combine ideas.
- Paraphrases to help clarify.
- Encourages input from everyone.
- Knows when to take a break.
- Allows time for silent reflection.
- Moves specific ideas to higher generalizations.
- Changes negatives into positives.
- Evaluates.



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Questions/Comments

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