



LUTHERAN
CHURCH
OF AUSTRALIA

SOUTH AUSTRALIA
NORTHERN TERRITORY

Guidelines for Meetings within the LCA

All meetings within the LCA are expected to be conducted with Christian principles, as per the guidelines within the LCA Standards of Ethical Behaviour brochure. www.lca.org.au/seb

- We treat each other with dignity and respect in our words and actions
- We use polite and respectful language
- We respect the opinions of others
- We exercise good judgement when communicating
- We value our church leaders and volunteers
- We appreciate the gifts and skills that God has provided to everyone and give thanks to God for people's willingness to share those gifts and skills
- We set an example of financial integrity in our church activities
- We ensure church and legislative requirements are followed
- We consider if there is a perceived or real conflict of interest when engaged in decision making

Notes taken from the constitution:

- A quorum of xx% of voting members is required for ordinary business
- A quorum of xx% of voting members is required for the undertaking of a financial commitment exceeding 10% of the annual operating budget of the congregation.
- Unless otherwise stipulated a simple majority shall decide the question. If equal votes, the chairperson may have a casting vote or refer the matter for further discussion.
- The chairperson shall ordinarily decide the manner of voting, whether by show of hands or by ballot. However, the meeting may resolve the manner of voting to be adopted.
- Agenda items must be submitted in writing one week prior to the publication of the agenda.
- There shall be no proxy voting.

(The constitution of the congregation and the rules for transacting business adopted by the Church provide additional guidance.)

Overleaf graphic from <http://meetingsift.com/ground-rules-for-meetings/>

10 Ground Rules for Meetings

1 Show up on time and come prepared
Be prompt in arriving to the meeting and in returning from breaks.
Be prepared to contribute to achieving the meeting goals.
Come to the meeting with a positive attitude.



2 Stay mentally and physically present
Be present, and don't attend to non-meeting business.
Listen attentively to others and don't interrupt or have side conversations.
Treat all meeting participants with the same respect you would want from them.

3 Contribute to meeting goals
Participate 100% by sharing ideas, asking questions, and contributing to discussions.
Share your unique perspectives and experience, and speak honestly.
If you state a problem or disagree with a proposal, try to offer a solution.

4 Let everyone participate
Share time so that all can participate.
Be patient when listening to others speak and do not interrupt them.
Respect each other's thinking and value everyone's contributions.



5 Listen with an open mind
Value the learning from different inputs, and listen to get smarter.
Stay open to new ways of doing things, and listen for the future to emerge.
You can respect another person's point of view without agreeing with them.

6 Think before speaking
Seek first to understand, then to be understood.
Avoid using idioms, three letter acronyms, and phrases that can be misunderstood.
It's OK to disagree, respectfully and openly, and without being disagreeable.

7 Stay on point and on time
Respect the groups' time and keep comments brief and to the point.
When a topic has been discussed fully, do not bring it back up.
Do not waste everyone's time by repeating what others have said.

8 Attack the problem, not the person
Respectfully challenge the idea, not the person.
Blame or judgment will get you further from a solution, not closer.
Honest and constructive discussions are necessary to get the best results.

9 Close decisions and identify action items
Make sure decisions are supported by the group, otherwise they won't be acted on.
Note pending issues and schedule follow up meetings as needed.
Identify actions based on decisions made, and follow up actions assigned to you.

10 Record outcomes and follow up
Record issues discussed, decisions made, and tasks assigned.
Share meeting reports with meeting participants.
Share meeting outcomes with other stakeholders that should be kept in the loop.

