

SEVEN HABITS OF HIGHLY EFFECTIVE SECRETARIES

**In honour of
Dr Stephen Covey (1932 – 2012)**

SESSION PLAN

- Habits 1 – 7
- Governance, Administration, Documentation
- BREAK
- Meetings – planning, during, post, record management
- Evaluation questionnaire

HABIT I:

Preparation

HABIT 2:

Record management

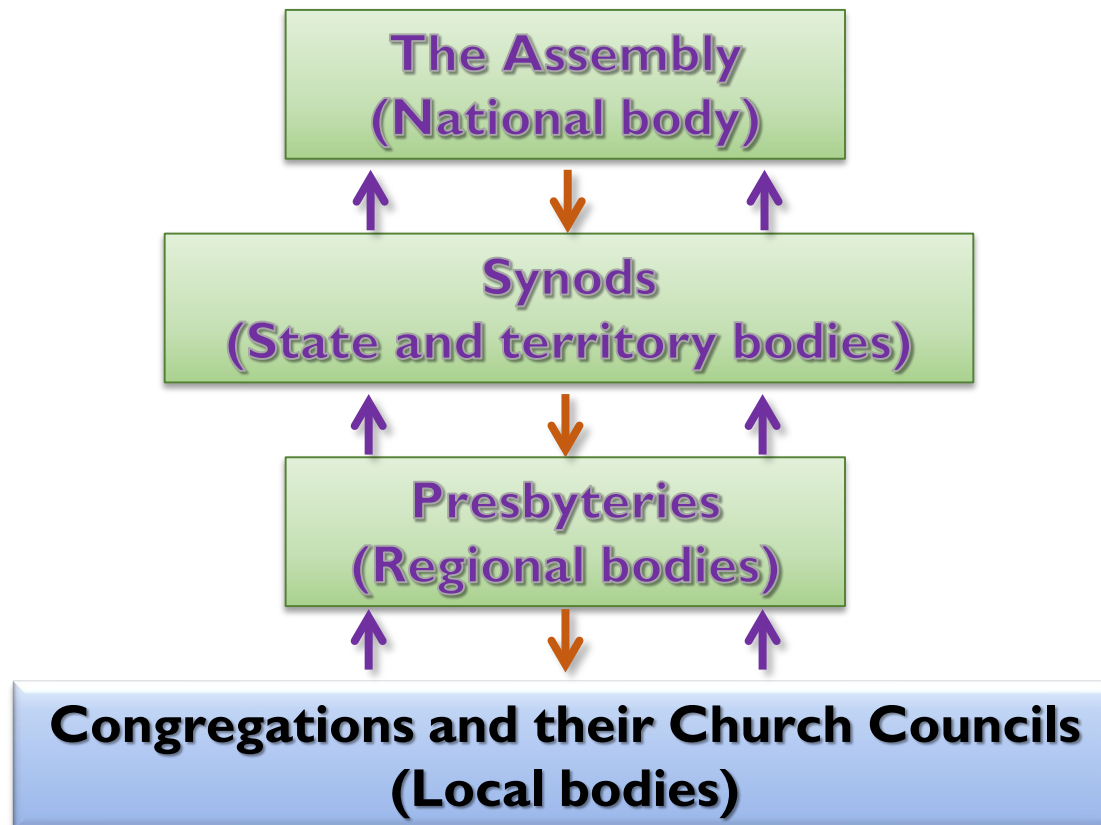
HABIT 3:

Punctuality

HABIT 4:

Church and UCA knowledge

Decision-making in the Uniting Church



HABIT:

Attention to detale

ERRORS in the previous slide??

Spelling mistake – detale instead of detail

Number 5 (for Habit 5) was missing

HABIT 6:

IT literacy

HABIT 7:

Discretion

The 7 Habits of Highly Effective Secretaries

1. Preparation
2. Record management
3. Punctuality
4. Church knowledge
5. Attention to detail
6. IT literacy
7. Discretion

Governance and Administration

Constitution 22

The powers and responsibilities of government and administration in the Church shall be vested in the Congregation, the Presbytery, the Synod and the Assembly, each of which shall be constituted and have rights, powers and responsibilities hereinafter provided. The primary expression of the corporate life of the Church shall be the Congregation.

DISCUSS

1. Is there a difference between Governance and Administration / Operations?
2. Are they related?

What is a Church Council?

Reg. 3.1.2: Responsibilities of the Church Council

The Church Council shall give priority in its life to building up the Congregation in faith and love, sustaining members in hope, and leading the Congregation to a fuller participation in Christ's mission in the world. *This priority shall be reflected in the agenda of its ordinary meetings. (Emphasis added)*

Critical Governance Documents

1. Membership Rolls (Reg. 1.6 & 3.1.2biii):
 - Baptised, Confirmed*, Members-in-Association*, and Adherent*
(* continually reviewed).
2. Baptismal and marriage records
3. Annual General Meetings
4. Employment records and compliance checks

Critical Relationships

1. With Chair – construction of the agenda with a focus on governing towards vision
2. With members – successful presentation
3. Congregational leaders for excellence at the Annual General Meeting

Preparing for a Meeting

A. *Construct the agenda with the Chair (and possibly Minister/Operational Leader)*

I. Key items:

- Devotion
- Prayer
- Business Arising
- Correspondence
- Reports

2. Assess the time to allocate to each item
3. Ensure accountability – mutual and missional
4. Determine any IT or other requirements to enhance the meeting's efficiency (e.g. data projector / microphone at large meetings)
5. Model the agenda so it will end on time

Preparing for a Meeting

B. Distribute the Papers

- In advance
- In PDF – ideally in one file
- All consistently presented. Templates can be useful in enabling measure against vision and strategy
- Consider a cloud solution eg Dropbox
- Single source of truth

DISCUSS

Read the documents from Burwood-Croydon Related Congregations and Sydney Presbytery.

1. What similar key points do they have?
2. What is missing in relation to your contexts?

WRITE

Construct a draft agenda.

Remember
the agenda reflects the focus/vision of the church.

What is next?

During the Meeting

A. *Record Decisions*

- Points that support the decision
- Clear and precise wording, accurate and factual
- Don't write a descriptive story of events
– write in a fashion that is briefly informative

During the Meeting

B. Sample Motion

The current church library be converted into a Godly Play Room:

- By consensus. Property chair to bring budget
- By agreement. Property chair to bring budget
- By formal majority. Property chair to bring budget

Choice of wording

- Motion and Proposal – for most organisations, this is interchangeable
- Resolution – greater level of complexity; often effects ethos and is reflective of the direction of the whole

It is more definitive and based on assumptions. It is more formal (usually written down ahead of time). In the church it is often later directed to another body.

During the Meeting

C. Monitor Time

- This is of great assistance to the Chair

D. Be conscious of others

- We remain **missionally** focused and **pastorally** responsive

Post Meeting

A. *Circulate the Minutes*

- Disseminate information timely
- Consider cloud storage options

B. *Follow-up Actions*

- Monitor follow-up actions

DISCUSS

Read the SAMPLE MINUTES used by a Church Council

1. What items from the minutes could help your minute taking?
2. What would you change?

Every year assess how minutes are being drawn up in order to improve what information is being captured and how work is enabled.

Record Management

Establish an indexing system for:

- Meeting minutes / records
- Action items
- Decision points

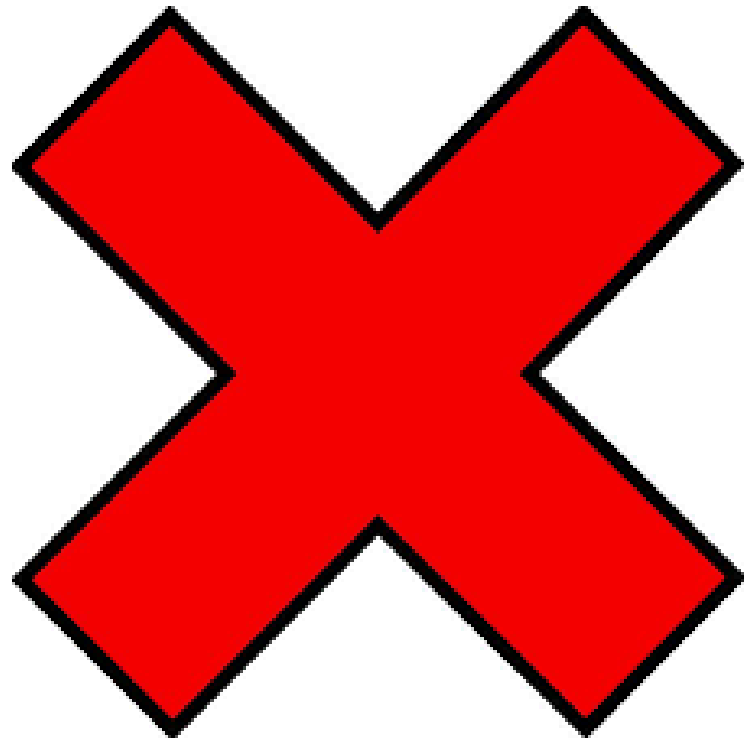
Assures consistency as this saves time when researching

Record Management


- Filing – electronic and hardcopy
- Back-up – at least 2, one being off-site
- Use of church archives – UME

A meeting
consists of a
group of people
who have little to
say – until after
the meeting.”

P.K. Shaw



Questions



The 7 Habits of Highly Effective People

1. Be proactive
2. Begin with the end in mind
3. Put first things first
4. Think win-win
5. Seek first to understand, and then to be understood
6. Synergize
7. Sharpen the saw

Stephen Covey
(1932-2012) InspirationBoost.com

CONCLUSION

- Your role is not difficult, but it is vital
- You must stay on top of your role
- Ask if you are unclear about anything in the presentation
- Please complete the evaluation questionnaire before you leave. This helps us to improve the workshop.
- Contact email: secretary@sydneypresbytery.org.au