

St. Maximilian Kolbe Catholic Church

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PARISH MEETING PROTOCOLS

Revised May 2023

- Come prepared! If you have “homework”, do it.
- Begin meetings on time and with prayer.
- Have an agenda. Email in advance to those attending.
- Abstain from electronics. Ask everyone to silence them before meeting begins.
- Encourage full participation from all attendees. Everyone’s voice counts!
- Respect the person who has “the floor”.
- No side bar conversations
- Keep discussions on topic and focused.
- Interrupt conversations that are off topic and get back on track.
- Confidential information and discussions will “stay in the room” – NO information about confidential or sensitive topics should be shared with anyone. Sensitive topics include, but are not limited to, personnel or human resource issues; health or HIPAA information about staff or parishioners; or any information presented that is specifically requested to be held in strict confidence. Important information that needs to be shared with other staff members or parishioners at large will follow the appropriate chain of command.
- General meeting minutes should be taken and sent electronically to the pastoral team member over your ministry.
- If you agree to do something, follow through and do it.
- End meetings on time and with prayer.



"Never be afraid of loving Mary too much. You can never love her more than Jesus did."

- St. Maximilian Kolbe