### **Weekly Leadership Team Meeting Template**

This *Weekly Leadership Team Meeting Template* is inspired by insights from Andy Hill, Executive Director at Mobberly Baptist Church, shared on the unSeminary podcast episode titled *Staying Aligned as a Staff Team in a Growing Church: Insights from Andy Hill*. In the episode, Andy discussed how Mobberly Baptist, one of the fastest-growing churches in the country, keeps their team aligned through a weekly two-hour meeting. This template captures the structure and approach Andy uses, blending personal development through worship, devotions, and connection activities with tactical planning and team updates. It’s designed to help church leaders foster unity, maintain focus, and ensure that their teams remain spiritually grounded while effectively navigating the complexities of a growing ministry.

This template helps church leaders structure a weekly 2-hour leadership team meeting. The first hour focuses on personal and spiritual development, while the second hour is dedicated to tactical discussions and project planning. This approach ensures your team remains both spiritually grounded and strategically aligned.

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### **Sample Agenda: 2-Hour Weekly Leadership Team Meeting**

**Meeting Time**: Tuesdays, 9:30 AM – 11:30 AM  
**Location**: In-person or virtual (via Zoom or other platform)

### **9:30 AM – 10:30 AM | Personal Development & Connection**

**1. Welcome & Opening Prayer** *(5 minutes)*

* Start the meeting with a warm welcome.
* Open with a brief prayer, inviting God’s presence into the time together.

**2. Worship Together** *(10 minutes)*

* Play or sing one worship song together to set a positive tone.
* If virtual, share a YouTube link or play the song over the call.
* Focus on songs that align with the current sermon series or season.

**3. Devotional Sharing** *(10 minutes)*

* Rotate who leads the devotional each week.
* Share a short passage of scripture and discuss how it applies to personal life and ministry. For example:
  + **Romans 12:2** The importance of renewing our minds and aligning with God’s will.
  + **James 1:5** Seeking God’s wisdom in decision-making and leadership.
  + **Proverbs 3:5-6** Trusting in God’s guidance in uncertain times.
  + **Philippians 4:6-7** Overcoming anxiety through prayer and gratitude.
  + **1 Peter 5:2-3** Serving as a humble and willing leader.
  + **Isaiah 40:31** Finding renewed strength and energy through reliance on God.
  + **Colossians 3:23-24** Serving with excellence and keeping a heavenly perspective in all tasks.
  + **Micah 6:8** The call to live justly, love mercy, and walk humbly.
  + **John 15:5** The necessity of remaining connected to Christ for fruitful ministry.
  + **Ephesians 4:2-3** Fostering unity and patience within the team.
* Allow 2-3 minutes for reflections from the group.

**4. Book Discussion** *(15 minutes)*

* Choose a book relevant to leadership or spiritual growth. Here are examples mentioned in the podcast episode:
  + [**Emotionally Healthy Leadership** by Pete Scazzero](https://amzn.to/3Y4HbPc): Focuses on the importance of self-care and maintaining emotional health while leading others.
  + [**Servants and Fools** by Arthur Boers](https://amzn.to/3NlYJBq): A deep dive into the balance between leadership and humility, exploring how leaders can serve others effectively.
  + [**5 Essential Things Every Leader Must Get Right** by Richard Osibanjo](https://amzn.to/4h3DVfB): Practical insights and actionable tips to help leaders navigate organizational change, foster purpose-driven work environments, and accelerate their impact by focusing on what truly drives success.
* Assign a short chapter or section for the team to read each week.
* Discuss key takeaways and how they can be applied in the church context.
* **Leader Tip**: Prepare 2-3 discussion questions to guide the conversation (e.g., “How can we apply this to our team dynamic?”).

**5. Hot Seat Questions** *(15 minutes)*

* Select one team member to be in the "Hot Seat" each week.
* Ask 5-7 rapid-fire questions from the list below to help others get to know them better.
* **Hot Seat Questions**:
  + “What’s your favorite hobby outside of work?”
  + “If you could only eat one meal for the rest of your life, what would it be?”
  + “What’s the best piece of advice you’ve ever received?”
  + “If you could travel to any era in history, when would it be and why?”
  + “What’s a hidden talent you have that most people don’t know about?”
  + “What’s the last book you read, and did you like it?”
  + “What’s one thing on your bucket list?”
  + “Who was the most influential person in your life growing up?”
  + “If you had to describe yourself using three words, what would they be?”
  + “What’s a challenge you’ve faced recently, and how did you overcome it?”
  + “What’s your go-to comfort food?”
  + “If you could spend a day with any historical figure, who would it be?”
* End the hot seat session with a brief prayer for the person in the spotlight.

### **10:30 AM – 11:30 AM | Team Check-In & Tactical Planning**

**1. Ministry Updates & Wins** *(15 minutes)*

* Each department leader shares a 2-3 minute update.
* Focus on key wins, challenges, and upcoming events.
* Ensure each update ties back to the church’s mission and vision.
* **Leader Tip**: Encourage celebrating even small wins to boost morale.

**2. Focused Tactical Discussion** *(20 minutes)*

* Choose a main focus topic for each week’s discussion (e.g., upcoming outreach events, volunteer engagement strategies, or budget adjustments).
* Allow time for open discussion, feedback, and brainstorming.
* Example Topics:
  + “How can we improve our new visitor follow-up process?”
  + “What adjustments do we need to make for Easter service logistics?”
  + “How can we support small group leaders better?”

**3. Review Action Items & Accountability** *(10 minutes)*

* Recap decisions made during the meeting.
* Confirm who is responsible for each action item and set deadlines.
* Use a shared document or digital whiteboard (e.g., Google Docs, Miro) to track tasks and ensure accountability.

**4. Preview of the Upcoming Week** *(10 minutes)*

* Discuss the schedule for the next 7 days, focusing on major events, meetings, or outreach efforts.
* Review any special service elements or announcements for Sunday.
* Make sure all team members are clear on their roles and responsibilities for the week ahead.

**5. Closing Prayer & Encouragement** *(5 minutes)*

* End the meeting with a prayer focusing on unity, mission, and God’s guidance.
* Share a brief word of encouragement or affirmation for the team, reminding them of the impact of their work.