

Tips for Running a Cluster Meeting

- ✦ Create the agenda in advance and invite all cluster members to contribute topics.
- ✦ Designate someone to facilitate/lead the meeting, someone to take minutes, and someone to lead the opening and closing prayers. Please note that as cluster reps, we are responsible for running meetings, but in the interest of encouraging participation, we can also welcome and invite others to take on this role.
- ✦ Send the agenda to all members a few days prior to the meeting. The more prepared people are for the meeting, the more fruitful and focused discussion will be.
- ✦ Try to include all pertinent information regarding the meeting in one email, i.e., the agenda, meeting link or directions to the meeting location, if in-person.
- ✦ Start and end the meeting on time. This demonstrates respect for everyone's time, and people are more likely to attend consistently if the meeting schedule is adhered to.
- ✦ Stay on agenda. Gently redirect the conversation when it veers off course. You may want to remind participants that they are free to meet following the cluster meeting to discuss "side topics." Mention that the meeting will stay on agenda at the beginning of the meeting so that this is fresh in peoples' minds as they add to the discussion.
- ✦ Make sure all members have a "voice," i.e., that everyone is given the opportunity to contribute.
- ✦ Create a "parking lot" for points/questions that come up which might be better discussed in a future meeting.