



## THE 4 D'S OF A QUALITY MEETING

Meetings are a necessity. There will always be a topic to discuss and issues that need to be resolved. However, not all meetings go well. It seems that many meetings are excessively long, not overly productive, and generally ineffective.

The following is an excerpt from  
*Pastoral Helmsmanship:*

*The Pastor Guide to Church Administration.*

One way to help ensure a quality meeting is to determine what “D” or “D’s” will get accomplished in the meeting. This will help provide focus and clarity to the meeting.

Not every “D” will be in every meeting. Sometimes only one or two “D’s” will be covered.

**Data Collection** — this is a meeting or a portion of a meeting where information is being shared, gathered, or discussed for understanding. Here, clarification questions can take place.

**Discussion** — this is a meeting or a portion of a meeting where we discuss the various aspects of the data presented. What is the data telling us? Do we need more data? Do we need less data? If the information is true, what are the implications?

**Deciding** — this is a meeting or a portion of a meeting where, after working through steps 1 and 2 properly, decisions can be made.

**Doing** — this is a meeting or portion of a meeting where after working through the first three steps, it’s time to assign roles and responsibilities.

For more on how to run good meeting, and other important administration topics, check out *Pastoral Helmsmanship* on Amazon.com.



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Tiara Dalton

Tiara Dalton came to MMS this past October and is a member of the Account Management team. She has a B.A. in Business Administration with an emphasis in Accounting from Montana State University at Billings. She has 17 years of experience working for the United Methodist Church in accounting, personnel, and benefits administration on both the local church and conference levels. She has been married to her husband, Robert, for ten years, and has a stepson named Travis. In her free time, she enjoys doing Sudoku and logic problems, playing games on her computer, and facilitating a women's group at her church.

She also creates Zentangle-inspired art as part of her prayer life, and hopes to become a certified Zentangle instructor and expand her church's prayer ministry through this abstract drawing method.

Such a policy should be understood and approved by the organization's governance board and leadership. Organizations have a responsibility to protect records in both the retention and destruction processes.

## Record Retention Guide



Churches and Nonprofit organizations are often confronted with the challenge of records management and retention. It is not unusual for convenience and limited space to drive these decisions; however, a variety of government regulations and best practices should be considered and lead to a formal policy that is consistently followed.

Companies that specialize in the destruction of documents should be consulted to properly shred and dispose of paper copies as well as purge electronic files from the server and backup devices.

Use our Record Retention Guide on our website to help set up your internal policies. It can be found on our website at:

[MMSMidwest.com/resources](http://MMSMidwest.com/resources)

*The Records Retention Guide is provided with the understanding that MMS, LLC is not rendering legal advice or service. Legal advice on specific issues should be considered.*