# Church Meeting Effectiveness Checklist

Use this checklist to evaluate the efficiency and productivity of the meeting. Rate each question on a scale of 1 (Strongly Disagree) to 5 (Strongly Agree). Identify areas for improvement and use the action tracker to implement solutions.

## Preparation

* Were the meeting agenda and materials shared in advance?

**1 2 3 4 5**

* Were all attendees informed about the meeting details (time, location, platform)?

**1 2 3 4 5**

* Did attendees come prepared to discuss the agenda items?

**1 2 3 4 5**

## Meeting Structure

* Did the meeting start and end on time?

**1 2 3 4 5**

* Was the agenda followed in an organized manner?

**1 2 3 4 5**

* Were sufficient time limits allocated for each agenda item?

**1 2 3 4 5**

## Engagement and Participation

* Did all attendees actively participate in the discussions?

**1 2 3 4 5**

* Were differing opinions encouraged and respected?

**1 2 3 4 5**

* Was there a clear understanding of roles and responsibilities during the meeting?

**1 2 3 4 5**

## Outcomes and Decisions

* Were clear decisions or resolutions made for all agenda items?

**1 2 3 4 5**

* Were action items assigned with deadlines and responsible parties?

**1 2 3 4 5**

* Was there a review of follow-ups from the previous meeting?

**1 2 3 4 5**

## Overall Experience

* Was the meeting productive and focused on its objectives?

**1 2 3 4 5**

* Were there any distractions or interruptions?

**1 2 3 4 5**

* Were attendees satisfied with the meeting’s outcomes?

**1 2 3 4 5**

## Post-Meeting Reflection

What went well?

What could be improved?

Specific feedback from attendees:

## Meeting Objectives

Objective:

Achieved? Yes [ ] No [ ]

Comments:

## Action Tracker

|  |  |  |  |
| --- | --- | --- | --- |
| **Identified Issue** | **Proposed Solution** | **Responsible Party** | **Deadline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Efficiency Dashboard

Overall Score:

Top Strengths:

Key Areas for Improvement:

## Notes

Use this section to provide additional feedback or observations: