

Facilitating a PSM/Peace & Justice Team Meeting

It's not hard to lead a parish social ministry meeting (or any parish meeting), but there are a few basics to remember. Having a plan will keep the committee on track and assure that its work goes forward in an orderly and fulfilling way.

Here are some things to keep in mind:

1. Have an agenda.
2. Make it of a reasonable length and breadth.
3. Ask someone to take minutes.
4. Start and end on time.
5. Begin with prayer.
Social ministry is faith centered. Starting each meeting by sharing a Scripture reflection and brief prayer helps everyone to remember who they are and why they have come. You could ask a different person to lead prayer at each meeting.
6. Make sure everyone has a chance to be heard.
People need to feel included if they are going to "buy into" the decisions of the group. And the quiet ones might have the best ideas!
7. Keep things on track. Keep an eye on time. Don't allow one agenda item to take up so much time that there is no time for the others.
8. Be action-oriented. What will each person do before the next meeting?

And finally... keep in mind that the PSM Committee's role is to lead the whole parish in social action, not to do it all themselves!