

All Saint's Church Lydiard Millicent
PCC Code of Conduct for Meetings

1. Begin with prayer and hold the meeting before God
2. Read all reports prior to the meeting
3. Be familiar with the agenda for the coming meeting and come prepared
4. Do your best to arrive in good time
5. Draw attention to any potential conflicts of interest that may arise in the meeting.
6. Agree to discuss only those matters on the Agenda or those matters agreed to be added during the meeting
7. Speak respectfully to one another. Treating each other as we would like to be treated. [Matthew 7:12]
8. Keep in mind, and our sights upon, the aim/objective/focus of the meeting
9. Accept that we are happy to be guided back to the point of discussion by the person chairing the meeting if we go off at a tangent; understanding that it is done with love and courtesy with no offense meant or to be taken
10. Listen with care to the discussions and with respect to **all** points of view
11. Encourage **all** members to contribute
12. Discourage side conversations
13. Be aware that others may be trying to speak and allow them to do so
14. Respect the confidentiality of matters discussed during meetings
15. Agree that, once a decision has been reached, where all opinions have been explored, everyone should support that decision irrespective of any remaining personal misgivings