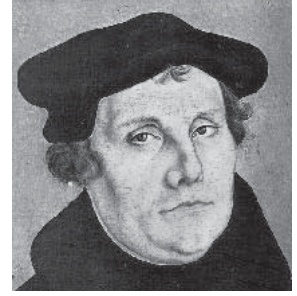


Robert's Rules of Order + Martin Luther



and the Mutual Conversation and Consolation of the Saints

+ Ephesians 4:15-16

— Guidelines and Ground Rules for Discussion — of Difficult Issues in Your Congregation

- Select a moderator and agree to guidelines and ground rules in advance.
- Allow each person two minutes to speak.
- If your room is large, ask speakers to line up at microphones or call on them in order.
- Identify in advance a timekeeper who will give a 30-second warning by holding up a yellow card.
- Remind those present that in order to maintain a respectful and non-intimidating atmosphere where everyone might participate, applause or reaction to the comments of others is not allowed.
- Do not interrupt people who are speaking.
- Everyone who wants to speak should speak before anyone is allowed an opportunity to speak a second time.
- Determine the start and end time of the forum and stick to it. If the crowd would like more time, the moderator should ask if the session might be extended by ten minutes.
- Participants should speak their mind with consideration to how the words are heard by others. (Ephesians 4:15-16)
- Use respectful language with one another, both during the session and after the session.
- Keep within the group what is shared in group conversation.
- Consider the opinions and perspectives of others as valid as your own.
- Be patient and kind with one another.