

The Five “P’s” of Making A Board Presentation

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In ministry, you will always be faced with presenting your vision or plans to a governing board. Regardless of the number of people, or to whom you’re presenting there are 5 principles to guard.

Professional

Make sure everything you do is done professionally! Act as if you were presenting to the President and his cabinet! Plan ahead! Prepare! Be determined to show honor to the board in all you say and present. Being professional effects the quality of printed materials, your speech, and your attire!



Punctual

If the board meeting starts at 7:00 pm, show up at 6:55! If they give you 5 minutes to present, be finished at 4 minutes and 30 seconds! Respect their time, and they will respect you! **Note:** Ask the person who invited you to present what to do with questions afterward. You should know ahead of time if the time devoted to questions is part of your allotted time! If the questions are not a part of your allotted time, be very sensitive to the time taken by the question/answer time. Two options to use for the question time is to either ask the chairperson to come up and field the questions as you remain standing beside him or her, or to ask the chairperson if you should take another question after answering two questions. He or she should be given the authority to say, “One more question” at any time. When finished, either sit down or thank them for having you, and leave the meeting. **This should be clarified between you and the person who invited you before the meeting starts.**



Polite

Say, “Thank you for inviting me to present...” at the beginning of your presentation. Remain respectful throughout the presentation. Thank those who ask you for their questions. Do not “talk over” someone who is talking. Wait your turn to speak. When finished, thank them for their service to the church and Kingdom, and for giving you a chance to share your dreams with them, then sit down or leave.



Purposeful

Keep your focus on your ministry vision. Remember that you are making this presentation to advance your vision! In answering the questions, answer in light of the ministry purpose or vision and connect that vision to the overall church vision.



Positive

Be careful to remain positive in all you say and do during the presentation! If you view the questions as “attacking,” you may slip into a defensive posture that ceases to be professional or polite! Think positively as you respond to the questions. Be confident that God will accomplish His will, not yours, because of the meeting. If all goes well, be positive that God will use your ideas to further His work there. If they either deny or “table” your proposal, be positive that God will use their decisions, whatever they are, to build the children’s ministry! Your positive, professional, polite attitude and words will lead them to welcome you back to the meeting more often!

