

What should I do when a group member is repeatedly missing meetings?

Below is a script that you can use with a practice partner (choose your spouse, friend, or someone else) to learn how to handle the problem of a group member repeatedly missing meetings.

Keep page 2 for yourself and give page 3 to your practice partner. Your practice partner will play the role of Sarah.

If possible, rehearse 4-5 times (until you can do it without the tips).

Practice Scenario

For the second week in a row, Sarah sends you a text at the last minute and says she can't make it to the sharing meeting. A couple of days later, you give her a call.

YOU

Do you have a minute to talk?

Why: Taking this step allows you to address the problem before it becomes something that affects what the group is trying to do.

SARAH

Sure.

YOU

We missed you again at our meeting. I want to make sure our group works, and to do that, we need you to be involved. I know it can be hard when things come up, but can we agree that you'll make coming to our meetings a top priority?

Why: Naming the problem lets her know that you won't allow this problem to derail the group's focus.

YOU

(Pause to allow the person to respond.)

Why: By pausing, you give this person the opportunity to respond, and it preserves his or her dignity within the group.

SARAH

It's been tough, but I should be able to make the next meeting.

YOU

Okay, I look forward to seeing you next time.

Why: Closing on a positive note allows you both to move on and not dwell on this moment.

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