

Recording Minutes

The guidance below is available to Church Secretaries through the [AdventistSafety](#) website. This website gives support to local church officers working in the "secretariat" departments of the church: Church Secretary (clerk), Designated Safeguarding Person, Health and Safety Officer, and Data Protection Coordinator. It is not available to church pastors.

Minutes of Church Board and Business Meetings should be typed as soon as possible after the meeting, while notes are still meaningful and details can be recalled. Provide a copy for the pastor and/or chairperson to read and approve before the final copy of the minutes is copied and distributed. Highlight any action points and their owners so that the person(s) responsible can ensure that they are dealt with before the next board meeting.

Supply a copy of previous board meeting minutes for each board member.

Minutes should include the following:

- Date and time of meeting
- Place of meeting
- Members present
- Apologies for absence
- Invited guests present
- Agenda items
- Actions voted (number sequentially throughout the year, only the voted actions)
- Major discussion items (even though no action voted). This should not be a blow by blow account of everything said, but rather a record of the main points.
- Signature lines for the chairperson and the clerk to sign their names
- Total number present at a business meeting

Copies of all minutes should be kept in a secure file for church records and produced for inspections by the Conference/Mission treasury department during the annual church audit.

If the clerk is unable to attend a scheduled meeting, he/she should make arrangements, which are satisfactory to the chairperson, in advance for a replacement to record the minutes.

Have a look at some [sample minutes](#) on the documents page. Note that minutes should always be considered "draft" minutes until they are approved by vote at the subsequent committee. You can indicate that they are draft minutes by having a "draft" watermark on each page and including the word "draft" in the heading.

It's also worth being careful how you name your documents files. We suggest that you follow the format used in our sample minutes and include: Name of Church, Date (in yyyy-mm-dd format so that it sorts properly in file manager), the page number(s), and the word "draft" if they are draft minutes. There is no hard and fast rule. The important thing is that you can find your minutes quickly in your filing system. If you distribute them electronically we would suggest that you convert them into pdf format so that they can't easily be modified.