

TAKING MINUTES

Church Clerk Training

Pastor Jacques Venter, Feb/Mar 2024

Taking Minutes the basics

Minutes of Church Board and Business Meetings should be typed as soon as possible after the meeting.

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, preferably no later than 14 days after Board.



Taking Minutes

must haves

- Date and time of meeting.
- Place of meeting.
- Members present.
- Apologies for absence.
- Invited guests present.
- Agenda items.



Taking Minutes

must haves

- Actions voted (number sequentially throughout year)
- 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.



Taking Minutes

additional guidance

- 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.

Taking Minutes

additional guidance

- 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.

Taking Minutes

additional guidance

- 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.

Taking Minutes

additional guidance

- It's also worth being careful how you name your documents files. Our suggested format is: Name of Church, Date, the page number (s), and the word "draft" if they are draft minutes, e.g.:

Fictional Church Board Minutes 2024-01-31 p01-11 draft

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, convert them into pdf format first, so that they can't easily be modified.