

## **\*\*\*\*GUIDELINES FOR OFFICIAL CHURCH CONFERENCE MINUTES\*\*\*\***

- Take attendance and put the names in the minutes OR attach the sign-in sheet to the completed minutes.
- The official church minutes should reflect the church conference activities, as much as possible, if not a little more, so someone reading the minutes can get a taste of the reports and their details.
- Reflect the election of the elected person to do minutes (recording secretary name).
- Presentation of the “Reports Booklet” could be led by the Church Council Chair or another member/leader selected by the pastor. The Presentation is to briefly familiarize the members of the Church Conference with the contents of the Reports Booklet, **noting the reports it contains**. (Secretary should list the reports found in the booklet, only a few will be verbalized, the rest are in the booklet for members to read.)
- Reflect the approval of the previous year’s Church Conference minutes and if any changes were made or were approved as presented.
- Reflect a brief couple of sentences on the pastor’s “State of the Church” report (should also be written in CC packet).
- The elected person(s) nominated on the floor for the upcoming year, lay leadership/nomination (names of at least one person from the floor).
- Membership report numbers should be reported and approved, the “numbers” LISTED of members (action on: new, removed, death, prayers for the deceased).
- Detail the dollar amounts approved for clergy salary, IRS housing exclusion, professional expenses, and any discussion and votes needed, results presented by the Staff/Pastor-Parish Relations Committee.
- The recommendation and approval of the elected lay servants, lay speakers, and lay ministers (names).
- Approved candidates for ministry (new or to be continued names) presented by the Staff/Pastor-Parish Committee.
- Other notes and results on any special/unique items voted on.
- Reference general comments from the end of the CC, and then how and when CC adjourned (i.e. with prayer or song at 00:00 am/pm).
- Recording Secretary should sign the last page of the minutes with name and title.

\*\*\*\*\***OFFICIAL CC MINUTES** should be detailed enough that, by reading the official business meeting minutes, a person would have details without having to read/have the entire Church Conference report Booklet with them. MINUTES SHOULD BE ABLE TO STAND ALONE.

***Please do not reference page numbers for the church conference packet in the Church/Charge Conference minutes. Detail the information; don’t refer to the CC booklet in the official minutes of the CC.***