

# Church Board & Business Meeting Minutes

The church clerk should keep accurate minutes of church business and board meetings. Minutes should include the following:

- Date and time of meeting
- Place of meeting
- Members present
- Members absent
- Invited guests present
- Agenda items
- Actions voted (number by month and year only the voted actions)
- Major discussion items (even though no action voted)
- Signature lines for the chairperson and the clerk to sign

The minutes should be created 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 is distributed.

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.

Here is a sample of Church Board minutes:

---

## Example Seventh-day Adventist Church

### MINUTES OF THE CHURCH BOARD

**April 1, 2017 - 7:30 pm**

#### **Paradise CA**

MEMBERS PRESENT: Rock Hudson, Chairperson; Opal Jones, Clerk; Slate Gorton; Ruby Sparks, Gem Osmond, Pearl Wang, Amber Cortes, Jasper Fortin

MEMBERS NOT PRESENT: Garnet Brown, Jade Dubois

INVITEES: Crystal Hernandez

Action No.

17-01      **AGENDA**

VOTED:      to accept the agenda as presented with the additions as suggested.

17-02      **MINUTES OF THE CHURCH BOARD MEETING**

VOTED:      to accept the Minutes of the Church Board Meeting held March 24, 2017 with corrections

17-03      **FINANCIAL REPORT**

VOTED:      to acknowledge the March 2017 Financial Report

17-04      **INSTALLATION OF WINDOWS IN YOUTH ROOM**

VOTED:      to approve \$5,000 from the building fund account to be used for the installation of new windows in the youth Sabbath School room

**DISCUSSION OF THE UPCOMING EVANGELISTIC SERIES**

Considerable discussion centered around the upcoming evangelistic meetings planned for the Paradise area. It was suggested that the pastor contact the speaker and bring back a report regarding a preferred time and location for the meetings.

17-05      **TRANSFER OF MEMBERSHIP**

VOTED:      to recommend to the Paradise church the transfer of membership for Betty and Barney Rubble to the Granite SDA Church, Granite, CO

17-06      **PURCHASE OF VIDEO PROJECTOR**

VOTED:      to authorize the purchase of a video projector for the church for not more than \$1700.00

---

Pastor Rock Hudson, Chairperson

---

Opal Jones, Church Clerk

*Still need help? Contact Us (#)*

*Last updated on December 14, 2020*

© eAdventist (<http://www.eadventist.net>) 2023. Powered by Help Scout ([https://www.helpscout.com/knowledge-base/?utm\\_source=docs&utm\\_medium=footerlink&utm\\_campaign=Docs+Branding](https://www.helpscout.com/knowledge-base/?utm_source=docs&utm_medium=footerlink&utm_campaign=Docs+Branding))



Seventh-day Adventist Church  
FLORIDA CONFERENCE