

# 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 year and item No. only the voted actions)
- Major discussion items (even though no action was 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 cannot 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**  
**January 1, 2024 - 7:30 pm**  
**Paradise CA**

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

MEMBERS ABSENT: Garnet Brown, Jade Dubois

INVITEES PRESENT: Crystal Hernandez

Action No. **AGENDA**

24-01 VOTED: To accept the agenda as presented with the additions as suggested.

**MINUTES OF THE CHURCH BOARD MEETING**

24-02 VOTED: To accept the Minutes of the Church Board Meeting held March 24, 2017, with corrections.

**FINANCIAL REPORT**

24-03 VOTED: To acknowledge the March 2017 Financial Report.

**INSTALLATION OF WINDOWS IN YOUTH ROOM**

24-04 VOTED: To approve the allocation of \$5,000 from the building fund account to install 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.

**TRANSFER OF MEMBERSHIP**

24-05 VOTED: To recommend to the Paradise SDA Church the transfer of membership for Betty and Barney Rubble to the Granite SDA Church, Boston, MA.

**PURCHASE OF VIDEO PROJECTOR**

24-06 VOTED: To authorize the purchase of a video projector for the church for not more than \$1700.00.

ADJOURNMENT: The meeting adjourned at 8:30 p.m.

NEXT MEETING: February 1, 2024, at 7:30 p.m.

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Pastor Rock Hudson, Chairperson

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Opal Jones, Church Clerk