



## How to Prepare Meeting Minutes

The purpose of meeting minutes are two-fold:

- 1.) Provide a record for members of the faith community to be able to see what is occurring in the service entities of the church and
- 2.) Provide reminders to members of what work has been assigned, what decisions were made, and the work/items to be addressed in future meetings. Minutes can often be an expansion upon the agenda points for the given meeting.

Church council's minutes are a part of the record of the church; in addition board and committee minutes are published for review by our faith community. As such, non-council boards and committee minutes may reflect more of a running summary of the respective meeting with decision points and assigned responsibilities highlighted in the minutes. Refer to the template on the following page (or to published minutes for your respective board available in the church) as an example of styles of reporting the results of a typical meeting.

- Record the meeting name, date, time, and, if appropriate, the location.
- Identify the members and any guests present at the meeting.
- Provide a brief summary of the meditation, opening thought, or prayer if appropriate.
- Summarize each meeting topic.
- Identify decisions made including motions and whether they passed or did not.
- Identify tabled items for inclusion in further meetings.
- Summarize action items.
- Provide additional information, including possible agenda items for following meetings.
- Identify who submitted the minutes.
- Circulate the minutes to committee/board members in a reasonable time following the meeting to solicit feedback.
- Within 2 days of your meeting, submit minutes to the secretary's inbox or e-mail them to [office@sapucc.org](mailto:office@sapucc.org).

**Pastoral Search Committee Meeting Minutes**  
**Saint Anthony Park United Church of Christ**  
**Wednesday, January, 3, 2007**  
**7:30 to 9:15 p.m.**

Present: Maja Beckstrom, Lee Heilman, Katie Herman, Dan Larsen, Julia Leitzke, Mark Scott, Mike Smith

**Finalization of Roles:**

Mark – chairman                      Mike Smith - Candidate contact and follow up  
Katie – Chaplain                      Maja – Meeting Secretary

**Soliciting Comments:**

We approved a comment form Mark had drawn up and agreed that it would be a good idea to have them distributed in the pews this coming Sunday. Mark agreed to copy more and put them in the pews and he will work with Lee to find a place for the Search Committee Comment Box in Fellowship Hall.

**Church Profile:**

We reviewed the Local Church Profile form (through question #26) and made preliminary decisions about which questions we would tackle as a group, which we would seek input on from the entire congregation and which we can assign to individual committee members. We plan to post questions in fellowship hall for the congregation for several weeks, with the goal of getting them up February 4, 2007.

Assigned Responsibilities

Julia: 1, 5, 6, 9, 10, 15, 20d (1 and 2)	Mike: 23f
Dan: 7, 8, 11, 12, 13, 20e	Lee: 18, 19
Mark: 21a (will ask Howie); 26a	

Possible questions to pose to entire congregation: (reworded by Maja)

- List three/four problem areas confronting the wider community that members hope to address (20c)
- What are major trends that you see unfolding in our church in the next five years? (21)
- What are the three most important events in the history of our church and the year they occurred? (23a)
- What do we intend to accomplish in the next three years? (23c)

Comments:

- How do we expect the new pastor to participate in the congregation's educational programs? (23g)
- What are the strengths and positive qualities of our church? (23i)
- Describe the style and content of preaching valued by our congregation? (26b)

**Homework:**

In addition to items assigned above, we agreed to bring to the next meeting our answers to questions #25 & #32

**Next Meeting:**

Wednesday, January 17, 2007; 7:30 to 9 p.m. Church Parlor

Possible agenda items include:

- Finishing a review of the Church Profile
- Decision of which questions to pose to entire congregation
- Discussion of questions #25 and #32
- Discussion of answers brought back by committee members
- Discussion of questions to be answered by the group

Respectfully submitted by Maja Beckstrom 1/6/07