

Ordinances Committee
Pastoral Relations Committee
Visitation Committee
Youth Committee

- c. Functions of the Board(s)
- (1) Functions of the Board(s) as a whole
- (a) Board powers, responsibilities, and duties
- (b) Conduct of Board meetings

((1)) Docket

A docket is a working agenda for action which outlines the order in which the proceedings of a meeting of an organization are to take place. A suggested docket for the conduct of meetings of the Board(s) is:

Call to Order and Opening Prayer
Adoption of Docket
Reading of Minutes
Communications
Report of Officers
Reports of Permanent Committees
Reports of Temporary Committees
Unfinished Business
New Business
Announcements
Adjournment and Closing Prayer

((2)) Rules of Order

Some form of Robert's Rules of Order Revised is probably the standard set of rules for the conduct of meetings used in most organizations, including church boards.

((3)) Minutes

A secretary should be appointed and made responsible for the keeping of an office record of the proceedings of each meeting of the board(s). Minutes should include the following:

1. Date and times of meeting (time of convening, time of adjournment)
2. Names of members present
3. Names of those who chair, pray, give reports, introduce business, make motions