

4. items brought before the board(s) for information, consideration, or disposition
5. Actions taken by the board(s)
6. Official correspondence sent to and from the board(s)
7. Written reports submitted to the board(s)

It should be remembered that Minutes are legal records of board actions; and as such should be kept faithfully, carefully, and in duplicate. The general rule of thumb as to how much should be recorded is that Minutes should be brief. Discussions should not be recorded, unless they express a consensus of the group; and all extraneous material should be eliminated. It should also be stressed that past Minutes should not be altered because of subsequent actions. All supporting material (correspondence, written reports, etc.) should be kept in an "Appendices" section.

(c) Formation of board policies

Policies are standing plans used to guide and control the functions of an organization. They are written statements which represent predetermined courses of action. Policies are determined by decision of the body.

One example of the form of a policy would be:

"It is the policy of the board of elders/deacons to meet on the third Monday of each month at 7:30 p.m."

Another example of the form of a policy would be:

"It is the policy of the _____ church to issue payroll check to its employees on the fifteenth day and the last day of each month."

(d) Accountability of the board(s)

3. The Pastor(s) of the Church

a. The selection of the pastor(s)

- (1) Position description
- (2) Pulpit (or Search) Committee
 - (a) Membership
 - (b) Function
- (3) Candidating procedures
- (4) Voting procedures
- (5) Calling procedures