Peace Presbyterian Church

Meetings of Committees, Sub-Committees and Task Forces

1. **BEFORE THE MEETING**
    - Remind people of time and place
    - Check to see if assigned work is ready
    - Prepare materials as necessary
    - Gather data required for informed decisions
2. **BEFORE CONVENING**
    - Check room (heat/cool)
    - Be sure needed equipment and materials are available
    - Arrange room to maximize participation
3. **AS THE MEETING BEGINS**
    - Welcome people and open in prayer
    - Take time to "check in about what has changed since the last meeting"
    - Confirm the agenda
4. **DURING THE MEETING**
    - Encourage all people to participate
    - Pause for "process analysis" if things get bogged down
    - Provide for breaks
    - Manage conflict, don't ignore it
5. **AS THE MEETING CONCLUDES**
    - Summarize major accomplishments in the meeting
    - Review assigned and delegated tasks
    - Anticipate agenda items for next meeting
6. **AFTER THE MEETING**
    - Follow up with people doing assigned and delegated work
    - Offer support and encouragement
    - Provide for commendation to people for good work
7. **TYPICAL MEETINGS**
    - All meetings should open and close with prayer. Normally a committee chairperson will open the meeting with prayer and ask another committee member/church officer to close the meeting in prayer.
    - All meetings should include a short devotion lead by one of the committee members. An annual schedule of assignments can be set-up for this purpose.
    - The meeting's agenda should be organized according to reporting items, action items, and budget review.
        - Reporting items are those which do not require the action or vote of the committee but simply report on past or ongoing activities of the committee. These items are for information only.
        - Action items are those which require the action or vote of the committee. All items that involve recommendations to the session should be considered action items.
        - The budget review should occur on a monthly basis noting all expenditures and forecasting any significant upcoming expenditure.

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SETTING THE AGENDA

- When the committee oversees a program involving a staff member, it is necessary for the committee chair to work with the staff member when setting the agenda. A meeting (by phone, email or in person) helps ensure that all necessary items are placed on the agenda.

- Meeting agendas should be set at least three days prior to the meeting and emailed to committee members.

- Supporting documents for important committee decisions should be distributed with the agenda rather than passed out at the committee meeting. This allows committee members the opportunity to read

- It is the responsibility of the committee chairperson to request all written reports and supporting documents from those responsible.

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MEETING MINUTES

- One member of the committee (usually not the chairperson) should be designated as the taker of minutes for the meeting.
- Minutes should be a record of what was done at a meeting, not what was said by members.
- The meeting minutes should include the following information:
    - Meeting was opened with prayer
    - List those present and those absent
    - Devotion
    - Approve the minutes of the previous meeting
    - Receiving Reports
    - Reporting Items
    - Action Items
    - Summarize Action and Confirm Assignments
    - Next meeting date, time, place
    - Adjourn
    - Close with Prayer
- Upon completion of the meeting (after the closing prayer), these minutes should be given immediately to the chairperson of the committee.
- Within two days of the completion of the meeting, the chairperson should type a draft copy of the minutes and fill in any missing details.
- This draft copy of the minutes should be distributed to any staff member or elder that was present at the meeting for review prior to distributing to the rest of the committee. The staff member and elder(s) should make any necessary changes to the draft minutes within one business day and return the amended draft minutes to the committee chairperson immediately.
- The committee chairperson should then contact the staff member or elder(s) if there is a concern about any of the changes made.
- Once the elder(s) and staff member agree that the minutes are correct, they should be submitted to the entire committee, the office administrator and the pastor. (All of this should occur within four days of the completion of the meeting).