

Suggested Checklist for Minutes – Communities of Faith

Based on former requirements for presbytery minutes in the United Church Manual
Text in bold denotes most important elements

PROCEDURE	YES / NO	COMMENTS
1. Complete and accurate minutes; excludes extraneous or irrelevant matter		
2. Printed or typed on letter sized paper		The important thing is to print the official set of minutes for signature.
3. Pages numbered at outside top edge of each pg.		Suggested format: current year and sequential page number 2011-1, 2011-2, etc.
4. Each page signed / initialled by secretary		
5. Minutes of each meeting signed by presiding officer and secretary		
6. Time and place of each meeting stated in words		
7. Date, place and name of group at top of each pg.		Most important is to include this information at the beginning of the minutes for each meeting.
8. Statement of authority under which meeting held		
9. Statement of quorum present		
10. Record of opening/closing of meeting with a prayer/benediction		
11. Statement of Chairperson's name		
12. Record of names of those present		
13. Items of business indicated by paragraph headings / margin notes for subject headings		
14. All numbers written in words, followed by numerals e.g. twenty-five (25)		
15. Reference to appendices, which are to be included in consecutive numbering system		
16. Record of all motions in full, with name of the mover (required) and seconder (optional)		
17. Clear statement in words as to disposal of all motions, resolutions, reports, petitions		
18. Few, if any, initials and abbreviations		
19. Full names of persons always used		
20. Vacant space between the record of meetings crossed out, using diagonal ruled lines		
21. All erasures and changes initialled in margin by secretary		
22. No changes after the records are confirmed, except by court or higher court (with notation)		