



Apostolic Faith Church

RECORDING MINUTES OF MEETINGS POLICY



Apostolic Faith Church

CONTENTS

1.	Introduction	1
2.	Minutes defined	1
3.	Who Keeps Minutes	1
4.	Frequency of Meetings	2
5.	Meeting Agenda	2
6.	Content of Meetings	3
7.	Conduct of Meetings	3
8.	Post Meeting Actions	4
9.	Leaders' Responsibilities regarding Minutes	5
10.	Layout of Minutes – General Guide	5
11.	Preparation, Conduct and Control of Meetings	6
12.	Conduct of Meetings	7
13.	Control of Meetings	7
14.	Minutes Reporting Channels	7
15.	Conclusion	8
16.	Annex A: Example of Meeting Agenda	10
17.	Annex B: Example of Minutes of a Meeting	11



Apostolic Faith Church

MINUTES OF MEETINGS POLICY

Introduction:

1. Experience has shown that some churches are very much disorganised at record keeping, in many cases pastors or nominated chairpersons often feel it a waste of time keeping detailed written records of the small meetings held to discuss church business, or they simply have no capacity and do not know what to do. They rely on their memories to try and accurately recall discussions and recommendations made at their meetings. In many such cases, those allocated tasks and important issues that need to be dealt with are often not followed up and eventually forgotten about altogether over time. This is how some churches fail to be managed well, and begin falling into disrepair, as many essential tasks associated with its upkeep, maintenance; organisation and development are not allocated to individuals leaders or responsible members, and therefore cannot be properly supervised and followed up. In many cases, important administrative matters and other essential operations of the church are overlooked entirely as there are no historical or proper records to show what decisions were made at the meetings and who was actually delegated the responsibility for these tasks.

2. Without accurate records of those meetings held to discuss church business, no-one can really be held accountable for the failure of the board of trustees, committee or presbytery for not dealing with essential business matters or properly supervising essential organisational tasks. However, it must be stressed that no-one can hide behind that excuse as the assigned branch and district pastors and particularly the Country Overseers will always be held accountable for the administration and state of the churches in their areas of responsibility. It is therefore essential that country overseers ensure that all pastors who hold meetings with trustees, committees, or presbyteries do keep accurate records known as the "Minutes of Meeting", and that copies of all such documents are forwarded to the district overseers and ultimately the Country Overseer, to use as tool for effective supervision, and for church records. Of course, in most cases all meeting attendees should be given a copy.

Minutes Defined:

3. Minutes of meetings are an official and permanent record of what meetings were actually about, and include the topics discussed, the conclusions reached and the allocation of tasks to various individuals. Minutes of meetings are a record of any meeting held to discuss church affairs, they provide a historical perspective of matters discussed, and the progress achieved, as well as provide the transparency and openness that is always required when dealing effectively with church business.

Who Keeps Minutes:

4. The delegated secretary of the particular board of trustees, committee or presbytery is responsible to the presiding pastor/overseer chairing any such body, for accurately recording the minutes of the meetings held and for maintaining the records of

each meeting. The secretary, in close cooperation with the responsible pastor who is chairman, takes the notes of the meeting and then prepares the minutes from the notes taken during the meeting.

5. Minutes of meetings must be recorded and maintained by those churches that hold any meeting with a body of people to discuss church business. That means that every branch of the church must hold regular meetings to discuss church business and activities. The entire meeting may also be recorded on a suitable voice recording device and the minutes then prepared on playing back the recorded version of the meeting. This will ensure a true and accurate record of the meeting is obtained for the record.

6. The secretary of each church board, committee or presbytery is responsible for ensuring all the relevant meeting documents, minute books and/or files are kept safe and are properly and accurately maintained. Once the minutes of the meeting have been finalized and all the signatures obtained, wherever possible, a copy of the minutes must be forwarded by email directly to the office of the district/country overseer. If the particular church does not have access to email then a hard copy of the minutes must be forwarded to the district/country overseer. All branches, Pastors and leaders are encouraged to have emails, mobile phones and WhatsApp connection to facilitate easy and quick communication.

Frequency of Meetings:

7. The frequency of meetings held by churches in the branches of the districts of any country depends entirely on the church activities and the volume of business undertaken by the particular branch of the church. The recording of minutes is the only way to correctly record what the church/branch needs to have done, how it is to be done, who will do it and when it is to be completed.

The recommended frequency of meetings is as follows:

- a. Church branches within a district at least one meeting per month,
- b. District overseers should hold a minimum of one meeting per quarter, (every three months) and report quarterly to the Country Overseers, before their meetings are held.
- c. Country Overseers, unless otherwise decided and advised, will hold a meeting every quarter to discuss church business affecting the entire country. The district overseers shall provide the country overseer with an overview of the performance of each of the churches in their particular district and this will be discussed at the Overseers board meeting.
- d. The Regional Overseer should hold a meeting with all the Country Overseers every six months at a minimum, to discuss the performance of the church in each country. These meetings should be timed as much as possible to coincide with those various conferences scheduled in the countries within the region, and the main regional conferences.

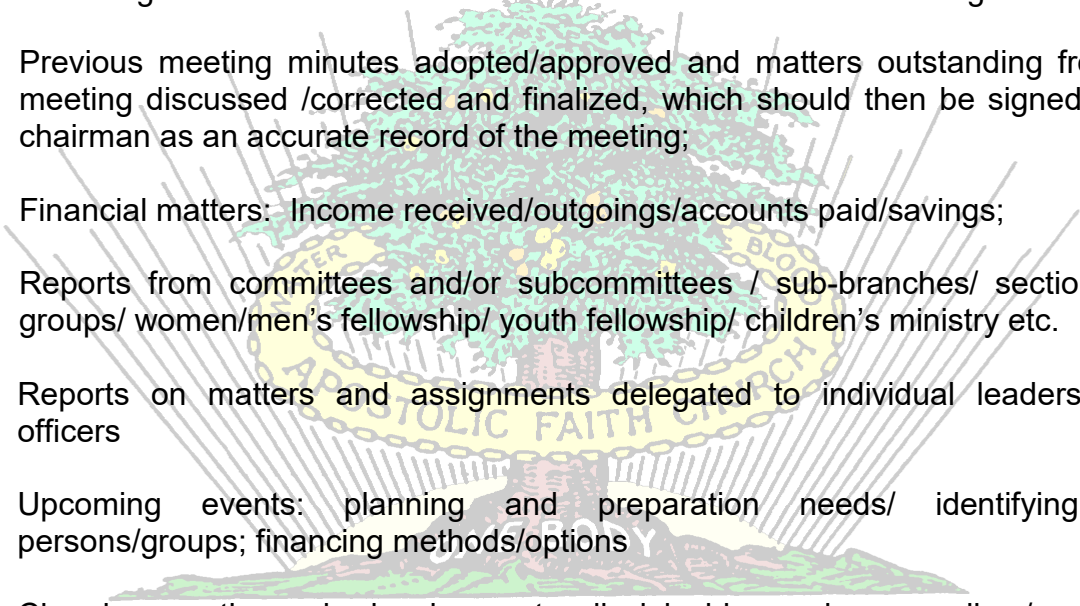
Meeting Agenda:

8. The secretary, in close consultation with the chairman who shall be the relevant pastor in charge, or his delegated official, is responsible for preparing the agenda for

upcoming meetings, whether it is a regular scheduled meeting or an extraordinary meeting called by the Pastor/Overseer. The agenda must be prepared well in advance of the meeting and once the agenda is approved by the chairman it must be circulated to all members. This gives each member time to prepare for the particular meeting and bring up whatever points they feel should be included for discussion and/or recommendations to be made at the upcoming meeting. An Example Meeting Agenda is at Annex A of this document.

Content of Meetings:

9. While the content of every meeting will vary, there are nevertheless, certain matters that will be discussed almost at every regular meeting of the board of trustees, committee or presbytery. It is essential that the agenda is accepted at the meeting and then each subject outlined in the agenda is discussed by the members at the meeting. The chairman/chairperson is responsible for ensuring each matter is discussed and properly dealt with before moving on to the next agenda item. At every meeting held, there are some issues that must be regularly discussed in order to help the pastor or overseer manage church business. These matters will include the following:

- 
- a. Previous meeting minutes adopted/approved and matters outstanding from last meeting discussed /corrected and finalized, which should then be signed by the chairman as an accurate record of the meeting;
 - b. Financial matters: Income received/outgoings/accounts paid/savings;
 - c. Reports from committees and/or subcommittees / sub-branches/ sections/ cell groups/ women/men's fellowship/ youth fellowship/ children's ministry etc.
 - d. Reports on matters and assignments delegated to individual leaders/church officers
 - e. Upcoming events: planning and preparation needs/ identifying focal persons/groups; financing methods/options
 - f. Church growth and development: discipleship and evangelism/ outreach programs/ church equipment and materials/ property development plans etc.

Note: An example of Minutes of Meetings is at Annex B.

Conduct of Meetings:

10. The chairman/chairperson is responsible for ensuring the meeting is conducted in an orderly and civil manner. The chairman is responsible for ensuring the meeting sticks to the agreed agenda and all discussions remain on topic. The chairman works very closely with the secretary and ensures that the main points of any discussions/decisions made are captured accurately for the record. The chairman must always summarize clearly all decisions taken and reinforce those tasks or activities assigned to members, with the appropriate timelines for completion and then make sure that all these matters are recorded accurately in the meeting minutes by the secretary.

11. It is important that the minutes of the previous meeting are presented to all those who were present during that meeting for their final input and adoption. These minutes

are then included in the prepared meeting documents and kept as part of the official record.

Post Meeting Actions:

12. The secretary is responsible for preparing the draft of the minutes of the meeting as quickly as possible and circulating them to each member and requesting their direct input. Once the members have forwarded their inputs and the corrections or alterations have been made the secretary prepares the final copy of the minutes for presentation and adoption at the next meeting. Nevertheless, each member present at the meeting must have some input to ensure the minutes are accurate before they are endorsed as a true and accurate copy. Minutes of meetings must always be presented at the next scheduled meeting and approved by the committee as a true and accurate record of the meeting held on the date covered by the minutes. A Diagram Showing the Reporting Lines for Minutes of Meetings is at Annex C.

The Secretary further needs to prepare an **Action Sheet** showing a table listing all the assignments and matters delegated to leaders/members and names of the members/team leaders responsible for implementing the assignment and reporting back, with their contact number and email if necessary. In other words, the action sheet should show in summary what needs to be done, how it is to be done, who will do it and when it is to be completed. This is to ensure easy follow up by the committee and pastor responsible to make sure that the work is done and reported upon. This action sheet should be circulated to the members of the committee or special group that held the meeting and especially to the assigned/responsible members, chairperson and secretary. See example of an Action Sheet below.

Apostolic Faith Church Emmanuel Branch Meeting held on 25th June 2018 Action Sheet				
Item	Activity to be Done	Responsible Person	To be done by (Date)	Comments
1.	To conduct a visitation of all members who have not come to church in the last two weeks and submit a report to Pastor (Identify two Deacons to work with on the visitation program)	Elder Marvin	5th July 2018	Report received on 3 rd July 2018. 3 members have been sick. Prayers arranged
2.	Repair door to Boardroom. Get quotation for new mortice lock and hinges, submit to Treasurer. (Organise two members who are carpenters to work with)	1. Deacon Mathew 2. Treasurer Brother Peter	28 th June 2018	Done 28/06/18
3.	Get Permit from Police and Council for Evangelism Crusade	Deaconess Mary	9 th July 2018	
4.	Prepare and Submit draft budget for upcoming Crusade scheduled for September 30 th	1. Treasurer Br Peter 2. Secretary Deacon David	15 th July 2018	

Country Overseers/District Overseers' Responsibilities regarding Minutes

13. The Country/district overseers are responsible for reading through all the finalized minutes of the meeting held at churches in their jurisdiction and ensuring that all outstanding business matters at each church are being dealt with / implemented effectively and efficiently by the relevant committees and delegated officers of the church at the branch/district. The Offices of the country/district overseers are to maintain accurate and up to date records of the minutes of each church meeting held in their areas of responsibility. These minutes and reports will feed into the consolidated country minutes and reports that should go to the office of the Regional Overseers and subsequently the International Headquarters.

14. The district overseer must prepare a summary report of the minutes of the meetings held by each church in their jurisdiction outlining the issues dealt with, and those outstanding matters must then be included in the minutes of the district committee meeting. These minutes of the district committee or presbytery are to be sent directly to the country overseer for his purview and comments. The country overseer is responsible for preparing and forwarding a summary report of the minutes of all meetings held in their area of jurisdiction to the Regional Overseer.

15. The Regional Overseer is responsible for overseeing the minutes of each country overseers meeting and monitoring the progress being made in each area. In closely monitoring the minutes of the meetings the Regional Overseer will be able to identify those areas where there may be a need for extra support and special consideration to finalize a long overdue matter. The Regional Overseer is responsible for ensuring that a consolidated summary report of the meetings held within his area of responsibility is forwarded to the International Church Headquarters.

Layout of Minutes – General Guide:

16. The minutes of each meeting should at least contain the following:
- a. Date, time and location of meeting
 - b. Statement of meeting (who and why called)
 - c. Attendees present and apologies
 - d. Opening of meeting/prayer
 - e. Adoption of Agenda
 - f. Adoption of previous meeting minutes
 - g. Financial Report: Treasurer outlines income/accounts/savings
 - h. Record of key issues discussed during the meeting, for example:
 - i) Resolutions proposed/recommendations made
 - ii) Resolutions/recommendations adopted includes moved by and seconded by and outcome of vote for and against

- iii) Reports from office bearers, sub committees, working groups
 - iv) Primary issues/future plans/events/tasks allocated and to whom
- i. Closure of meeting, prayer and scheduling of next meeting, if appropriate
- j. Signature of secretary and counter signature of Chairman (obtained at next meeting when minutes are adopted)

Preparation, Conduct and Control of Meetings

17. The successful outcome of any meeting is based on good preparation prior to the actual meeting, and ensuring the meeting is properly conducted and controlled by the designated / nominated chairman. It is important that members in senior leadership, who are responsible for church business conducted in their assigned areas, attend the regular monthly meetings to support and work with their Pastor, who is the designated chairman or his delegated nominee. This mandatory attendance applies equally to all the branch and district leaders as well as at country level. It should be noted, however, that meetings can only be held in the absence of the presiding Pastor / Overseer if he has so approved and delegated a chairman in his absence with clear guidance of what is expected to be dealt with, and the reason for the absence of the senior leadership will be recorded in the minutes.

Preparation

18. Experience has shown that good preparation for any meeting guarantees a positive outcome. The preparation for the meeting includes the following:

- a. Selection of Date, time and place/venue of meetings by the pastor/chairman/secretary/members.
- b. The secretary, in close cooperation and consultation with the pastor or delegated chair, prepares the meeting agenda.
- c. The agenda is circulated to all members of the relevant committee at least two weeks prior to the actual date of meeting and members are requested to acknowledge their availability for the meeting and invited to comment or request certain other matters they feel should be included in the agenda for discussion/action at the upcoming meeting.
- d. The members must return their comments with those matters that they feel should be included in the agenda to the secretary as soon as possible prior to the meeting. On receipt of the returns from the members, those issues they raise for inclusion must be discussed with the pastor or chairman of a committee concerned. The pastor/chairman can decide whether or not those issues raised by the members will be included in the agenda. Any decision made to either include or exclude any content should be explained to the members at the meeting when the agenda is put forward for adoption by the meeting.

e. The secretary ensures that all documents, folders and previous minutes are prepared and for ease of reference are assembled and filed in the exact same order as they appear in the agenda. This saves time having to search for any document being referred to during the meeting.

f. On arrival in the meeting room the secretary is responsible for arranging the layout of the meeting and issuing the appropriate documents to each member. On arrival at the meeting each member must endorse the attendance register/list.

Conduct of the Meeting

19. The secret to successful outcomes at meetings is that they must be well conducted by the chairman. The chairman ensures that the meeting is conducted well in keeping with or following the items on the agenda and that all contributions and discussions are relevant to the matter being discussed at that particular time. It is essential that meetings are conducted with civility, courteously, respectfully and most importantly in an orderly manner. That is to say that only one person speaks at a time and discussions do not become heated or turn into unreasonable and ungodly arguments over points for or against each other or forming groups bent on opposing each other and winning/scoring points. All views must be respected, and each one has a chance to speak. The chairman is responsible for the conduct of the meeting and taking charge if at any time the meeting appears to be going off the subject under discussion.

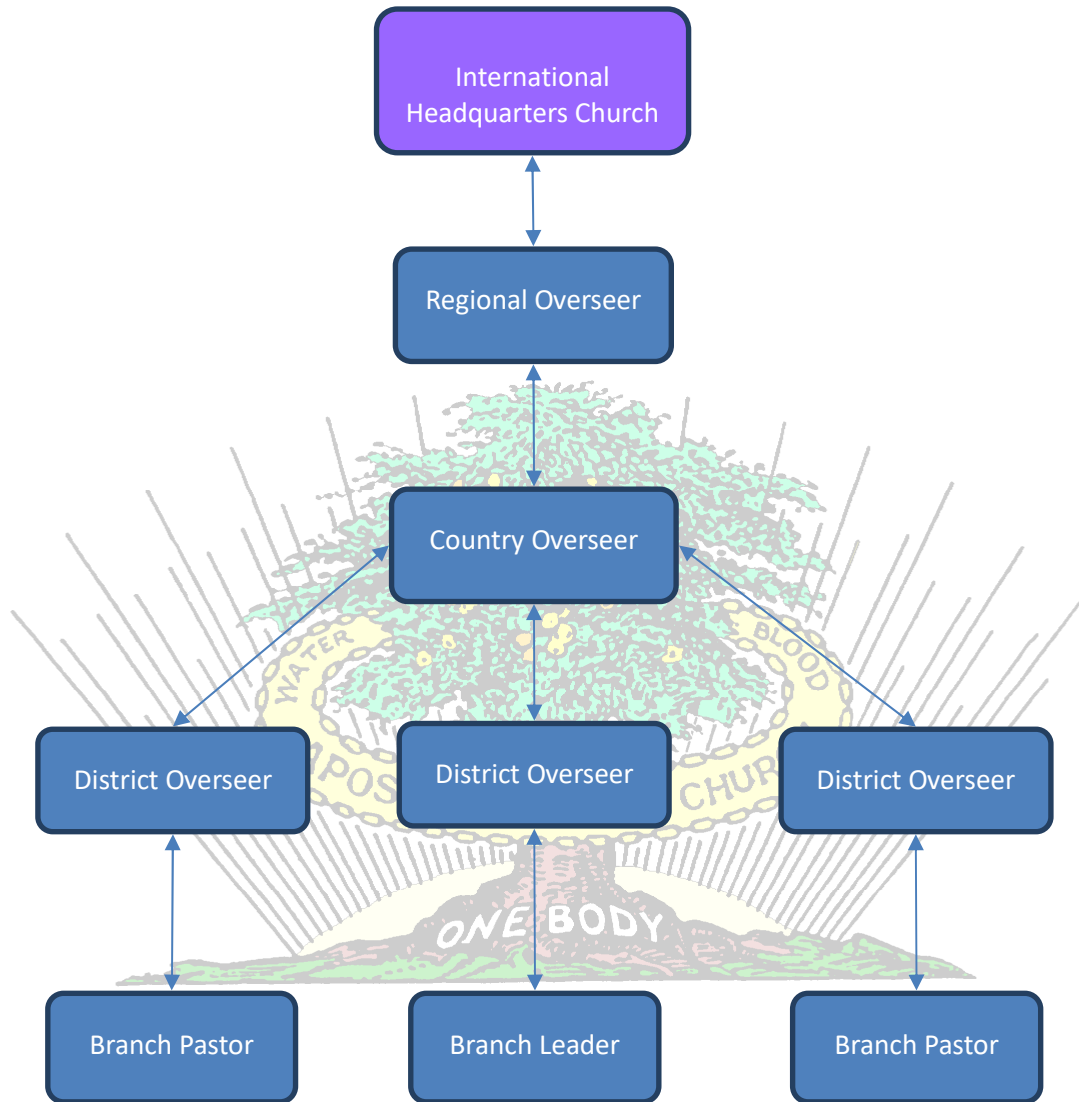
Control of the Meeting

20. The chairman is responsible for controlling and guiding the meeting and steering the discussions in the right direction. The chairman must maintain order at all times and must control the meeting correctly, following the agenda, as well as ensuring that discussions remain relevant to the subject, while managing the time well. At an appropriate moment, the chairman must take charge and call the matter under discussion to a close by both endorsing the acceptance of the proposal and calling on the adoption by the members if necessary. Should there be a deadlock or continuous inconclusive debate in the discussions, then the overseer/pastor in charge (chairman) makes the final decision within reasonable understanding, or may refer the matter to higher authority for final determination or approval. If at any point in time it becomes plain and obvious that there is a need for more information relating to the matter under discussion before a decision is made, the chairman can defer or postpone the decision until the additional information is made available at next meeting. Should such a matter be critical to require an urgent decision before the next scheduled meeting, an extraordinary meeting may be called to facilitate making such decision as soon as the information becomes adequately available, otherwise it may require the senior authority of the church to consult and make the appropriate decision with the urgency needed before any possible meeting etc. and inform the members by circular/email etc. within reasonable time.

Flow Chart / Diagram for Submitting Minutes of Meetings; Reporting Channels

21. Reports and Approved copies of Minutes are sent from the Pastor of the Church to the District Overseer, then from the District Overseer to the Country Overseer and then onwards to the Regional Overseer, who in turn forwards his minutes and consolidated reports to the International Church Headquarters as explained in the flow chart below.

Note: Pastors at branch churches that hold committee meetings or special meetings to discuss church business are responsible for approving and forwarding the minutes of the meeting to the appropriate District Overseer. This is so whether or not the Pastor in charge chaired the meeting, or whether it was a special group’s meeting with a delegated or elected chairperson, or whether it was a women’s, or youth meeting.



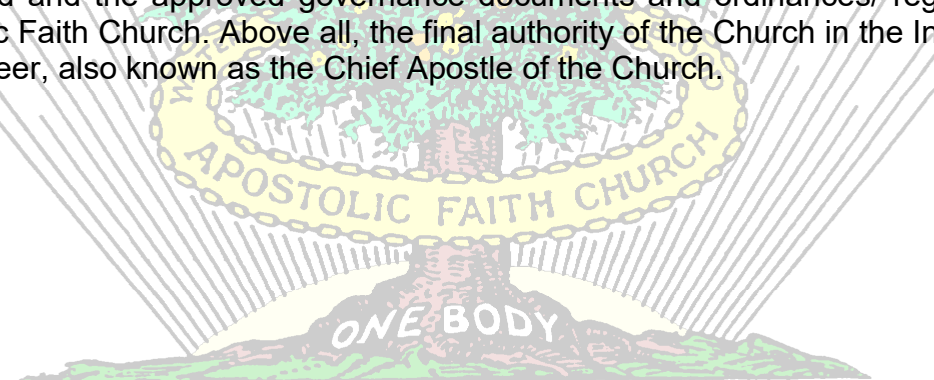
Conclusion:

22. It is important that meetings are well planned, properly conducted and closely controlled. A well planned, properly conducted and controlled meeting allows the participants the opportunity to present their views and ideas without interruption by other members. Well conducted and controlled meetings help the pastor/chairman and committee to see the issues clearly and arrive at the very best options and conclusions. A well run meeting, with very clear objectives is the most useful management system available for handling church business affairs in an open, clear and effective manner.

a. Minutes of meetings are an official record of the way in which the church conducts its business matters and are a permanent record of all transactions undertaken by the

church. The minutes of meetings are the church's official history and plans of action for the future. They record past decisions and official actions taken and the leaders of the congregation must have access to the minutes of every meeting. A summary of the discussions and decisions/resolutions reached must be read to the congregation so that they have an understanding of key matters that the church needs to address and which direction the branch/church is headed to. The minutes of meetings are the prime way in which the congregation can view church plans, church policy implementation strategy, and specific undertakings to enhance the church's operations and therefore ensure full participation in the church programs, growth and development. Every church must maintain detailed and accurate records of all meetings held to discuss church business or operations.

b. Finally, in accordance with the Decrees of the Apostolic Faith Church, and the governance and administration documents of the church, it is established that the church is not ruled by a board of trustees, committee or presbytery, neither is the church governed by resolutions, or majority consensus or voting of any general meeting or extraordinary meeting. Notwithstanding that the meetings held by the various boards, committees or presbyteries are essential in providing the reinforcement in working together to achieve church programs and projects, and promote unity, transparency and openness required to assist the senior leadership in effectively dealing with and managing church business, it must be noted that the governing/ruling authority of the church is the appointed/ordained Apostle who is the Country Overseer in a given country of his jurisdiction, and at regional level the Regional Overseer. They are guided by the Word of God and the approved governance documents and ordinances/ regulations of the Apostolic Faith Church. Above all, the final authority of the Church in the International Chief Overseer, also known as the Chief Apostle of the Church.



See below the following Annexes:

- A.** Example of Meeting Agenda
- B.** Example of Minutes of a Meeting

A. Example of Meeting Agenda

APOSTOLIC FAITH CHURCH

Meeting Agenda: 19 May 20XX

1. Opening Address and prayer
2. Minutes of the last meeting
3. Pending Issues/Matters Outstanding
4. Financial Report:
5. Policy Discussions/Operations Update
 - a. Upcoming conference
 - i. Selection of Planning Subcommittee:
 - ii. Timeline for action
 - b. Ladies Weekly Activities and Meeting Update
 - c. Youth Activities and Meeting Update
 - d. Training for Deacons/Elders BODY
 - e. Church Cleaning and Maintenance Programme.
 - i. Update of Cleaning Timetables
 - ii. Additional Tasks to be Carried Out
 - iii. Roster of Volunteers to Help Clean and Maintain the Church and Grounds.
 - iv. Maintenance tasks
6. Other Matters
 - a. Upcoming Services/Bible Study
7. Closing Remarks/ Prayer and Date of Next Meeting

B. Example of Minutes of a Meeting

**Apostolic Faith Church
Victory Branch**

Board of Trustees/Committee/Presbytery Meeting

Minutes of the Monthly Meeting

19 May 2XXX
At
Church Hall
16 Just Road

Present:

Pastor (name in full) Chairman
Elder: Secretary
Elder: Treasurer
Deacon: Committee member

Apologies

Elder (name in full) Committee member
Deaconess: (name in full) Committee member

Note: All names in full.

1. OPENING ADDRESS AND PRAYER:

The Chairman declared the regular committee meeting open at 0930 hours and asked Pastor (name) to lead the meeting in prayer. The agenda that was sent to each member was read out and adopted unanimously by the committee.

2. MINUTES OF PREVIOUS MEETING:

The chairman presented and discussed the minutes of the previous (last) meeting held on 18 April 2XXX and invited comments from the members. In the absence of comments the previous minutes were approved.

3. PENDING ISSUES/MATTERS OUTSTANDING FROM LAST MEETING:

The chairman outlined the matters outstanding (name each matter) from the previous meeting and confirmed that these matters will now be completed by the end of May 2XXX and will be discussed in depth at the regular meeting in June 2XXX.

4 FINANCIAL REPORT/BUDGET MATTERS:

The chairman called on the Treasurer to provide the financial report and discuss budgetary matters:

The treasurer outlined the income and expenditure for the month of May 2XXX and proposed that the following accounts be passed for payment;

- | | | | |
|----|---------------|---------|--|
| a. | Power Company | \$25.00 | Lighting for period 15 Apr-14 May 2XXX |
| b. | Water Company | \$15.00 | Water usage for period 5 Apr- 5 May 2XXX |
| c. | Bug Free | \$10.50 | Spraying against mosquitoes in Apr 2XXX |
| d. | Paper Plus | \$22.00 | Stationery supplies Mar-Apr 2XXX |

The chairman seconded the proposal and the members endorsed the proposal to pay the accounts as submitted.

The treasurer outlined the budgetary needs for the upcoming conference (see attached budgetary proposal) and requested the members scrutinize the figures submitted before the next scheduled meeting when the budget will be discussed in depth and submitted for approval.

5 POLICY DISCUSSIONS/OPERATIONS (BUSINESS) UPDATE

The chairman discussed the arrangements that need to be made for the upcoming events:

- a. **Annual Conference.** The dates have yet to be finalized, however, the conference should be held in early August 2XXX. To make sure that it is as successful as the previous conference last year, we need to identify those willing to serve on the planning committee for this conference.

Pastor (name) proposed that immediately after this meeting a message be sent to each church member and also a notice be placed on the notice board asking for volunteers to serve on the conference planning subcommittee.

The chairman and all members endorsed this approach and the secretary was assigned the responsibility for advertising for volunteers and compiling the list of those volunteers received from church members for this planning subcommittee. The subcommittee must be in place by no later than 30 May 2XXX. Pastor (name) should select the most suitable volunteers and advise them personally by 01 Jun 2XXX.

- b. **Women's Fellowship Activities and Meeting Update.** The chairman called on Deaconess (name) to update the meeting on the Women's fellowship and ladies activities.

Deaconess (name) advised that last month the Women's Fellowship met on 4 occasions for bible study and prayers. They have put together a fund raising activity for the upcoming conference and propose that the church hold a picnic early next month and charge a small fee for participants. The details are still being finalized. The chairman seconded the proposal and it was endorsed by the members. The proviso being that the

Women's Fellowship Chairlady submit their outline plan for the picnic, with suitable dates, to the members by 30 may 2XXX.

c. Youth Fellowship Activities

The Chairman, called on (name) the youth leader, to discuss the youth activities. (Name) outlined the youth fellowship had met every Friday night, played games and held bible study. In addition the youth fellowship was meeting with another church (name) youth fellowship for a worship night on 3 June 2XXX.

d. Training for Elders and Deacons/Deaconesses

The chairman advised that training for elders, deacons and deaconesses will be held each Sunday afternoon in June 2XXX. All Elders, deacons and aspiring deacons/deaconess are encouraged to attend without fail. There will be registration.

e. Church Cleaning and Maintenance

The chairman called on Elder (name) to discuss the cleaning and maintenance programme. After discussion the Elder proposed that the last Saturday of each month be set aside for not only cleaning the inside of the church, but also for performing those tasks necessary to keep the building in good repair. At the same time the gardening can also be carried out. The chairman endorsed the proposal and requested that this be raised with the congregation at the Sunday morning service and a list of volunteers be compiled by the secretary.

6. OTHER MATTERS

The chairman called on Pastor (name) to outline the upcoming services and church activities. Pastor (name) outlined that services each Sunday will be used to reinforce the AFC doctrine and beliefs to ensure that the congregation are fully informed and aware of their need to comply with our teachings.

The chairman called on Elder (name) to discuss the upcoming special bible study that will take place during Jun 2XXX. Elder (name) advised that the focus of the bible study is to reinforce the Apostolic Faith Church doctrine. The bible study will be held each Tuesday evening here in the church at 7 pm. It is open to all, and all Section leaders must ensure that all members are informed that they are expected to attend.

7. CLOSING REMARKS

There being no further business, the chairman thanked all members for their participation and advised that the next meeting will be schedule for a date to be advised in June 2XXX. He called on Deaconess (name) to close the meeting in prayer.

Minutes Recorded By

Minutes approved by

Deacon (name)

Pastor (name)

Secretary

Chairman