

## 1: How to Conduct a Business Meeting

*Meetings in the Church.* This chapter summarizes information about Church meetings. Meetings that are specific to an organization, such as quorum, Relief Society, Young Men, Young Women, Primary, and Sunday School meetings, are described in that organization's chapter of this handbook.

**Board Meetings** With each new year there always seems to be an overwhelming sense of hope. There is hope in what the new year will bring, and hope that the new year will be better than the last one. As a pastor, you likely have big hopes and dreams for your church in You have plans in place that are intended to help your church grow and reach more people. You have goals to increase the ministries within your church and to improve some of the existing ones. The forgotten sides of ministry At the beginning of each new year, we receive many calls from pastors and church leaders asking about the annual filing requirements and compliance related issues for churches and ministries. We are able to gladly provide guidance, direction, and services to the pastors and church leaders who call us with questions in these areas. While it is imperative for your church or ministry to know what filings are required of your organization each year, it will vary based on your type of organization and the state in which you operate. This post will review what I think is the most important administrative meeting of your church - the board of directors meeting. I have split this post into two parts because of its important topic. What is the big deal with board meetings? The laws of all 50 states require that at least one board meeting take place each year in every nonprofit organization. During this meeting, you may discuss the budget for the upcoming year, salaries, housing allowances, insurance policies, and any other relevant topics. In addition, it is necessary that board meeting minutes be documented in order to record the decisions made in the meeting. In fact, it is necessary that board meeting minutes be taken and kept for all board meetings. The laws of all 50 states require that at least one board meeting take place each year. How often should your church hold a board meeting? Doing so gives you a total of four board meetings per year. However, you may choose to meet as often as needed. Topics discussed in these meetings include the following: Hiring of a new employee; Salary increases; Major purchases i. What to do before a board meeting Thus far, we have discussed the requirement of an annual board meeting, the frequency in which board meetings should be held, and the matters that need special board meetings. Before a board meeting is held, you should do two things: Give proper notice, and Establish an agenda for the meeting. Let us take a look at each of these next. Give proper notice Every state requires that board members be given proper notice before a board meeting. The notice informs the members that a board meeting will take place on a certain date and at a certain time. In addition, it is vital that you have proof that all board members received their notice. Every state requires that board members be given proper notice before a board meeting. When you send the notice for the upcoming board meeting, you will also want to include an agenda although the law does not require it. Establish an agenda for the meeting An agenda of what will be discussed and voted upon during the upcoming board meeting should be sent to all board members when you send proper notice. This ensures that board members have sufficient time to study the agenda for the purposes of discussing and voting on certain matters when the board meeting starts. In short, your agenda should be a simple list of topics; it does not need to go into any great detail. The agenda simply outlines the progression of the meeting. If you chair the board meeting, be sure to resist getting off-topic. Do not discuss and vote on any topic that is not on the agenda. Sticking to the agenda will keep the board members focused and will help prevent issues from a meeting that lasts too long. Below is an example of the type of information that a board meeting agenda may contain:

### 2: StartCHURCH Blog - How to Conduct a Better Board Meeting, Part 1

*Invite people to the meeting. A general announcement can be made to the entire congregation. Send out a specific invitation to other church staff, deacons, elders, and leaders of the individual ministries such as the senior ministry director, choir leader or planning committee chairman.*

How to Conduct a Church Business Meeting by Jane Rodda - Updated August 21, It may not be your favorite part of your job, but running church business meetings is an important part of leading a church. Although not necessarily exciting, these meetings let the congregation see the financial statements, growth numbers, and ministry updates for the church. Major decisions regarding the direction of the church are made at business meetings, and they help establish the overall direction and vision for the congregation.

**Take Care of the Logistics** Set the time and date for the meeting. Make sure the meeting time does not interfere with any other church programs. Schedule a quarterly business meeting once every three months, and an annual business meeting once a year. Set the location of the meeting. The meeting should be held on the church property. Set up tables and chairs in the fellowship hall or reception room. Set up enough seats to accommodate one third of your congregation, but have extra chairs on hand if necessary. If you do not have a fellowship hall or reception room, have the meeting in the sanctuary.

**Invite people to the meeting.** A general announcement can be made to the entire congregation. Send out a specific invitation to other church staff, deacons, elders, and leaders of the individual ministries such as the senior ministry director, choir leader or planning committee chairman.

**Create the Agenda** Have the church treasurer give a report on the financial statements of the church. This should include bank account balances, reports on any church investments and a brief review of the church budget. Allow time for each church ministry department to give a report on what has been happening in their specific programs. This will give the congregation the opportunity to address any action items that were decided on at the last business meeting or resolve any outstanding issues. This is the point where new plans will be discussed and ideas for ministries or changes to the church program or direction will be introduced. These are tasks that will be decided upon at the actual meeting, and will be accomplished before the next business meeting.

**Run the Meeting** Open in prayer. Give everyone a copy of the agenda. Follow the agenda, item by item. Make it clear when you are moving from one topic to the next. For example, "That concludes the discussion on the church building fund. Now we will hear a report from the youth pastor. Make sure that everyone has the chance to speak. If you notice that one person is dominating the conversation, specifically ask if anyone else has something to share. Do this tactfully, but make it clear that you want to hear from more than just one person. Thank everyone for attending the meeting, and give them the date for the next one.

**Tips** Have the church secretary take notes at the meeting. If you do not have a church secretary, ask a volunteer to do this task.

## 3: How to Conduct a Meeting Using Proper Parliamentary Procedure

*The church council is the administrative agency of the charge conference to envision, plan, implement, and annually evaluate the ministry of the congregation. (The Book of Discipline of the United Methodist Church, ¶ 1601) The chair of this group is elected annually by the charge conference (¶ 1601).*

Most pastors and organizations desire to have smooth transition between items discussed or voted on. Printable Version Link is at the bottom of this article. Listed below is an outline that most churches and organizations use for their business meetings. It is a simple outline that can be used with any type of meeting, big or small. It is good to also prepare an agenda outline for all members. A sample is provided at the end of this article. The chair will call the meeting to order, which means that the meeting is officially starting. Once the roll has been called the secretary will record this number in the business minutes and give this number to the chair. The treasurer will make a financial report of the church or organization. It is recommended that every voting member has a copy of the financials in hand while the treasurer reads the report. The financial report for a monthly meeting may not be as detailed as a year-end business meeting but it should include as many items necessary to conduct business. Most churches have computer software that makes their reports simple and concise. It is our recommendation that the financials include all the items that are usually listed in the year-end report. This allows a church board to budget and make adjustments if needed. Financials will report the beginning balance, incomes and expenses of the church or organization, and an ending balance. The income should be detailed as to list tithes, offerings, special offerings, projects, designated funds or departmental funds, and donations. Some churches prefer to have a separate breakdown of each department or fund to show their income and expenses. The expenses should include salaries, utilities, mortgage payments, loan payments, insurance, benevolence, office supplies, etc. If providing a monthly report, it is wise to have a column for current monthly income and have year-to-date totals to the right hand side to help with budgeting decisions. Chair makes a motion to accept the financial report as read. A second is needed. The chair will ask if there is any discussion. The chair may ask that question times or until they are sure there are no further questions or discussions needed. The chair will then state all in favor of accepting the financials as read say, Yea, all opposed. He will then state whether it carried. The secretary usually provides a copy of the minutes to every voting member to read over. The secretary usually reads the minutes with the chair asking for a motion to accept as read. The chair will ask for discussions or corrections. If there is none, the chair will ask for a vote to accept the minutes as read. Chair reports whether motion carried. This is a list of items that are needed to be addressed before the new business has been established. If this is a yearly election, there will probably be no old business. The chair continues to entertain motions on each item along with votes with the secretary recording minutes of the meeting. This is a list of items that the pastor or board wishes to discuss or bring up for consideration. The chair will entertain a motion, second, and discussion before voting on items or tabling to another date. If elections are the order of new business: An outline of the qualifications are read or given to each member for consideration. A list of candidates for each position can be nominated from the floor for consideration. Some churches prefer to bring a list of qualified people for positions being voted on to eliminate confusion, save time due to some who might not be willing to serve that position, and acts like a screening process to talk to prospective candidates prior to business meeting. The ushers or board members pick up the ballots. If not, there will be another vote and will continue for 3 times and then the chair will state that the two receiving the largest amount of the votes will be considered and voted on for that position. The one that has the majority on the last vote wins. The chair will recognize the winner. Sometimes the winners are allowed to share a statement or thoughts about being newly elected. If passed, the chair will say the meeting is adjourned.

### 4: Book of Discipline: ¶ Restrictions on Closed Meetings “ The United Methodist Church

*How to conduct a Church Business Meeting. Most new pastors are unprepared on how to conduct a business meeting for their church. The success of a church business meeting is determined to how prepared one is for that meeting.*

Instant Event Fundraising System Does your church do any fundraisers? They had been paying thousands of dollars every several years trying to keep a database of their donors. I searched last year for something less costly for them and came across your database Shepherdbase. It is a blessing and so appreciated. Thank you for all your hard work and thank you for Giving To The Lord. I recommend this website to any church, ministry or agency that is supporting or ministering to people. We are a small church and have missed out on doing a lot of things. We ordered your Church Forms on CD and are just pleased. Keep up the good work of providing resources for Churches. You have enabled me to access ready-designed church documents. Thanks and God Bless You Terressa. My Pastor always says: I took over as secretary of our small church a few months ago, and I am having to create a lot of forms. This site is a blessing! Tracks members and visitors 2. Organizes by both individual AND family 4. Creates professional letters, relevant to church ministry 5. Is easy to use 6. Costs a mere fraction of other databases offering similar features. I am very thankful for this product and I recommend it to anybody wanting to exit the cost and complexity rat race of Church databases.

## 5: Church Board Meeting Agenda

*A church business meeting agenda can help keep the gathering organized. Churches do this in an attempt to keep members engaged and is part of a structured communication management process. These church meetings often share information about what the church has done, how it is performing and what it hopes to achieve in the future.*

Ward and stake business, such as: Sustaining and releasing officers and teachers see Recognizing young women as they advance in their classes e. Naming and blessing children usually in fast and testimony meeting and confirming and bestowing the gift of the Holy Ghost on new members 8. Sacrament hymn and administration of the sacrament 9. Gospel messages, congregational singing, and special musical selections Postlude music Occasionally something unexpected may occur during the meeting that the presiding officer feels a need to clarify. In this situation, he should make any clarification that is needed, being careful not to cause embarrassment. Time before Sacrament Meeting Leaders set an example of reverence during the time before sacrament meeting. The bishopric and the speakers should be in their seats at least five minutes before the meeting begins. This is not a time for conversation or transmitting messages. Setting an example of reverence encourages the congregation to be spiritually prepared for a worshipful experience. Members should be taught to make the time before sacrament meeting a period of prayerful meditation as they prepare spiritually for the sacrament. The bishopric encourages families to arrive on time and to sit together. Blessing and Passing the Sacrament The bishopric ensures that the sacrament is blessed and passed in a reverent and orderly manner. The sacrament table should be prepared before the meeting begins. For instructions on preparing, blessing, and passing the sacrament, see Selecting Subjects for Talks and Music The bishopric selects subjects for talks and music in sacrament meetings. Talks and music should focus on gospel subjects that help members build faith and testimony. Selecting and Orienting Participants Selecting Participants. The bishopric selects members to participate in sacrament meetings. Most opportunities to participate are given to ward members. If the bishopric invites members from outside the ward to speak, the guidelines in Members of the bishopric regularly invite youth ages 12 to 18 to speak in sacrament meeting. Youth should speak briefly about five minutes each on assigned gospel subjects. They should prepare their own talks, though the bishopric may encourage parents to help. The bishopric makes it clear that this is a regular sacrament meeting and is not to be a missionary farewell or homecoming. The bishopric plans and conducts these meetings. Family members and friends of the missionary are not invited to speak. However, other departing or returning missionaries or other members may be invited to speak. The bishopric schedules high councilors to speak as assigned by the stake president. The stake president determines the frequency of such assignments. It is not necessary for high councilors to speak in sacrament meeting every month. The bishopric schedules one sacrament meeting each year for the Primary children to take part in a Primary program see Occasionally the bishopric may invite the full-time missionaries who are serving in the area to speak. The bishopric may not turn sacrament meetings over to auxiliaries or outside musical groups. Members of the bishopric should extend invitations to speak in sacrament meeting well in advance of the meeting. Members of the bishopric orient sacrament meeting participants. They review the purposes of sacrament meeting and explain that all talks and music should be in harmony with the sacred nature of the sacrament. When inviting members to speak, a member of the bishopric clearly explains the subject and the length of time the person should speak. Speakers should teach in a spirit of love after prayerful preparation. They should not speak on subjects that are speculative, controversial, or out of harmony with Church doctrine. To maintain an atmosphere of reverent worship in sacrament meetings, when speakers use scriptures as part of their talks, they should not ask the congregation to open their own books to the scriptural references. Members who participate in sacrament meeting should stay until the meeting ends. Introducing New Members When membership records are received in a ward and when converts are baptized and confirmed, a member of the bishopric introduces and welcomes the members in the next sacrament meeting. Records of family members are read together. If a member knows any reason why a person may not be entitled to full fellowship, he or she should talk to the bishop privately. These children are not presented for acceptance into the ward because they are already

members. Visual Aids and Audiovisual Materials See Sacrament Services in Unusual Situations Every member needs the spiritual blessings that come from partaking of the sacrament. If members are unable to attend sacrament meeting because they are confined to a home, nursing home, or hospital, the bishop may assign priesthood holders to prepare, bless, and pass the sacrament to these members. Occasionally members may be unable to attend sacrament meeting because of distance to the meetinghouse. Under unusual circumstances, the bishop may occasionally give authorization for a sacrament service to be held away from the meetinghouse. He may authorize such a service only within his ward boundaries. The person whom the bishop authorizes to conduct the service must hold the Melchizedek Priesthood or be a priest in the Aaronic Priesthood. He also must be worthy to bless and pass the sacrament. The priesthood holder who directs the service reports to the bishop when the service has been held. When members are traveling or temporarily residing away from their home wards, they should make an earnest effort to attend sacrament meeting and other Sunday meetings in a ward or branch of the Church. Sacrament services should not be held in conjunction with family reunions or other outings. General conference and stake conference may necessitate holding fast and testimony meeting on a different Sunday. After the sacrament, the bishopric member who is conducting the meeting bears a brief testimony. He then invites members to bear heartfelt testimonies and to relate faith-promoting experiences. The bishopric encourages members to keep their testimonies brief so more people may have the opportunity to participate. It may be best to have young children learn to share their testimonies in settings such as family home evening or when giving talks in Primary until they are old enough to do so in a fast and testimony meeting without assistance from a parent, sibling, or other person. Prospective elders and unordained young men of Aaronic Priesthood age may also attend. A member of the bishopric conducts. Opening exercises include an opening hymn and prayer. They may also include priesthood business; instruction; brief announcements; and the introduction of new members, investigators, and visitors. Opening exercises should not be used to give lengthy announcements or reports. Maximum time should be reserved for quorum meetings. The bishop may invite the elders quorum president, priests quorum assistants, teachers quorum president, and deacons quorum president to sit with the bishopric during opening exercises. After opening exercises, priesthood holders separate into quorum meetings. In these meetings, they conduct business, learn priesthood duties, strengthen individuals and families, study the gospel of Jesus Christ, counsel together, and organize to meet local needs. Bishopric members normally attend Aaronic Priesthood quorum meetings, though occasionally they attend Young Women classes. Sometimes the bishopric may direct the Aaronic Priesthood quorums or all priesthood holders to hold a combined meeting. Other meetings should not be scheduled during priesthood meeting. For more information about priesthood quorum meetings, see 7. Members of the stake presidency, high council, and stake auxiliaries take part in ward conference sessions as the stake president directs. The purposes of ward conference are to strengthen faith and testimony, provide gospel instruction, conduct business, and evaluate activity. The main session of ward conference is held during sacrament meeting. Normally the agenda is similar to that of other sacrament meetings. The stake president presides, and the stake presidency usually plans the meeting. A member of the bishopric usually conducts. Before the sacrament, a member of the stake presidency or a high councilor uses the Officers Sustained form prepared by a ward clerk to present the names of general, stake, and ward officers to ward members for their sustaining vote. After the sacrament, speakers normally include the bishop and stake president. The ward usually holds regular priesthood and auxiliary meetings as part of ward conference. Stake leaders may give instruction and assistance during these meetings. In connection with ward conference, the stake presidency meets with the bishopric to review the progress of individuals and organizations in the ward. This meeting may be held on ward conference Sunday or at another time. The ward clerk and ward executive secretary attend; the clerk keeps a record of assignments and decisions. The bishop may invite others to attend as needed. For example, a sensitive matter could be addressed in an expanded bishopric meeting that includes the elders quorum president, Relief Society president, or both. During a bishopric meeting, members of the bishopric counsel together about ward matters. They plan ways to strengthen individuals and families. They evaluate quorums, auxiliaries, programs, and activities. They also make plans to implement instructions from the scriptures, Church leaders, and handbooks. In this meeting, members of the bishopric identify members to

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call to serve in the ward. They also identify which members are coming of age to be eligible for ordinances, including priesthood ordinations, and which brethren to recommend to the stake president to be ordained elders and high priests and to serve as missionaries. Other agenda items for this meeting may include reporting on assignments, planning meetings, reviewing the ward calendar, and reviewing the ward budget.

## 6: How to Conduct a Church Business Meeting | Bizfluent

*The bishop may conduct this meeting, or he may assign one of his counselors, one of his priests quorum assistants, or the Laurel class president to conduct it. Before each meeting, the bishop reviews and approves the agenda with the person who will be conducting.*

Strengthen faith and testimony, provide gospel instruction, and conduct stake business. General Authority or Area Seventy if assigned, stake presidency, and all members in the stake Twice each year Stake general priesthood meeting Instruct and inspire priesthood holders and conduct stake priesthood business. All priesthood holders, prospective elders, and unordained young men of Aaronic Priesthood age in the stake Once each year Stake priesthood leadership meeting Teach priesthood leaders their duties, increase their abilities, and build their faith. Stake presidency; high council; stake clerk and assistant clerks as needed; stake executive secretary; stake Young Men presidency and secretary as needed; bishoprics; ward clerks and assistant clerks as needed; ward executive secretaries; elders quorum presidencies and secretaries; ward mission leaders; ward Young Men presidencies and secretaries and assistant advisers as needed; and others as invited Three times a year twice in connection with stake conference Stake high priests quorum meeting Conduct quorum business and instruct quorum members in their duties. High priests quorum see 7. Stake presidency, stake clerk, stake executive secretary, and others as invited Regularly Receive instruction, give reports, conduct business, and counsel together. Stake presidency, high council, stake clerk, stake executive secretary, and others as invited Twice monthly, where feasible Stake council meeting Receive instruction, counsel together, give reports, and coordinate planning of stake programs and activities. Stake presidency; high council; stake clerk; stake executive secretary; stake Relief Society, Young Men, Young Women, Primary, and Sunday School presidents; and others as invited Two to four times a year as needed Meeting with bishoprics Instruct bishoprics, review policies, and counsel together. Stake presidency, bishoprics, stake clerk, and stake executive secretary One to four times a year as needed Stake Aaronic Priesthoodâ€™Young Women committee meeting Plan stake-sponsored combined activities for young men and young women. Exchange ideas and experiences. Review trends in fast-offering contributions, welfare needs, and welfare assistance. Identify work opportunities for those who receive assistance. Identify welfare resources in the community. Evaluate Church welfare operations. All bishops and branch presidents in the stake the stake president appoints one bishop to be chairman; stake president occasionally; welfare specialists as needed At least quarterly Stake auxiliary leadership meeting for Relief Society, Young Women, Primary, and Sunday School Teach ward auxiliary leaders their duties, instruct them in teaching and leadership skills, strengthen their faith, and share ideas. Provide opportunities for young single adults to come together for service, gospel learning, and sociality beyond their wards. Ensure that ward young single adult committees are functioning well in wards where they are established. A counselor in the stake presidency, the high councilor assigned to young single adults, a member of the stake Relief Society presidency, stake young single adult advisers, and ward young single adult leaders if they are called or other young single adults in the stake As needed Stake single adult committee meeting Address the needs of single adults in the stake. As needed, provide opportunities for single adults to come together for service, gospel learning, and sociality beyond their wards. A counselor in the stake presidency, a high councilor, a member of the stake Relief Society presidency, and several single adults As needed.

## 7: Book of Discipline: ¶ The Church Council â€“ The United Methodist Church

*Meetings - a) The council shall meet at least quarterly. The chairperson or the pastor may call special meetings. The chairperson or the pastor may call special meetings. b) In order for the council to give adequate consideration to the missional purpose of the local church, it is recommended that the first agenda item at each meeting be.*

## 8: Meetings in the Church

## CONDUCTING THE CHURCH COUNCIL MEETING pdf

*The Church Board Meeting Minutes is a simple summary of items discussed at the previous meeting, along with other information such as the date, who conducted the meeting, and the time the meeting adjourned.*

*From Piltdown Man to Point Omega Interview : Roy Lichtenstein (1970 John Coplan The Scalpel and the Butterfly: The War Between Animal Research and Animal Protection Pharmacokinetics for anaesthesia Bibliographical lists: History and criticism of the story. Personnel administration in the courts Pathogen induced diseases in animals and plants A level biology practical notes One womans power My first book of words Leave the room to itself Baboushka and the Three Kings Feminism, breasts and breast feeding Studies in the History and Topography of Lycia in Memoriam (British Institute of Archaeology at Ankara Mo Pro C 2008 and the .NET 3.5 platform 5-G Challenge Spring Quarter Directors Notebook Freeman Nuclear Witnesses Patient education and assessment Fluorescence in situ hybridization on DNA halo preparations and extended chromatin fibres Lauren S. Elcoc World of their own. More Jewish Culture Customs Alcohol and drug problems at work Public administration and public affairs Ccna guide to cisco networking fourth edition Alexander on chess. William Sabin and his descendants, 1609-2000 Journal of a visit to some parts of Ethiopia. Walt Disney presents Lt. Robin Crusoe, U.S.N. Review of critical care nursing In vitro differentiation of mouse ES cells into muscle cells Yelena S. Tarasova [et al.] Recombinant technology in hemostasis and thrombosis Musical expressiveness as hearability-as-expression Jerrold Levinson The Wolgamot interstice. Encyclopaedia of oil painting Its kind of a funny story ned vizzini Developing responsible readings of troublesome texts Chapter 4/Packing Techniques/79 Lic aao previous year question paper 2015 The managerial decision-making process Black history month stories printable*