

Mission Team or Committee  
Date 00:00 am or pm  
Minutes

This meeting was opened with prayer by \_\_\_\_\_ at 00:00 am or pm

Present were .....

Absent and Excused were.....

Visitors .....

\_\_\_\_\_ noted that a quorum was present.

***A motion was made, seconded and approved*** .....(bold and italic actions taken by the Team so that the office has a clear record to work from, minutes are used by financial staff to prepare needed checks)

(Failed motions do not need to be recorded unless the discussion was pertinent to other actions or is needed in the motion.)

Make note of any resignations, with effective dates, that may occur with members and co-opted members- this is only way for office staff to keep the database accurate.

The meeting was adjourned with prayer by \_\_\_\_\_ at 00:00 am or pm.

**Next Meeting is scheduled for** *date, time, place.*

*This is a general example that would put all minutes in a “standard” format. Two key items are the header and footer information. Further information is available in the presbytery office for preparation of minutes.*