

Vestry/Bishop Committees Minutes Template

Church Name, city, Date

Members present (list names)

Members absent (list names)

Others present at the meeting – list names of guests.

The meeting was opened with prayer by (Rector or Senior Warden if there is no rector) at TIME.

Old Business:

List actions taken to follow up with old business. If no action is taken, state no action taken and follow up at the next meeting.

New business:

List new business and the actions taken, detailing important points.

Items to include each month:

- Approval of minutes from previous meeting (and discussion of changes if applicable)
- Monthly financial report review and discussion and changes to budget if needed.
- Important details of any other topics discussed including motions and first and seconded.

Items to Include

Quarterly: Review of investment statements (if the church holds investments)

Each Year: Receipt of audit and plans for follow up if needed.

- Housing resolution for clergy
- Changes to the check signers (note when there are changes and the names of the new signers)

Other items

- Review articles of incorporation and by-laws periodically
- Review of accounting manual every couple of years
- Review insurance coverage to make sure the church needs are adequately covered and note in minutes.
- If property is sold or purchased, need to have permission from the Bishop and Standing Committee and it needs to be noted in the minutes.
- Approval of any special funding or non-budgeted items needs to be noted.
- Changes to the budget as needed.
- Review minutes and bank statements from other groups who hold accounts (no groups should hold accounts since the vestry is responsible for all funds (other than discretionary funds).....but, if they refuse to give up their account, the vestry needs to see the bank statement .

Next meeting date (and location if needed).

Meeting adjourned at TIME.

Respectfully Submitted,

Name (REMEMBER TO SIGN THE MINUTES)

Clerk