BUSINESS MEETINGS IN A BAPTIST CHURCH
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A properly planned and executed series of business meetings will go a long way to establish stability and reliability in a church membership. The opposite idea is also true! Nothing aggravates church conflict like a poorly planned series of business meetings.

To that end, the following ideas are put forward to assist students to prepare for the necessary strategies for a successful program of business meetings for a local church. Most of the principles are also transferable to other organizations.

1. General Ideas:

   1. Establish dates and times of the business meetings in a regular, well announced series. All special business meetings must be well advertised according to the church or organizational by-laws, usually seven to fourteen days in advance. Be sure the proper persons and advertisement devices are used.
   2. Announce important items to be considered in advance.
   3. Give careful attention to details of each preparation of each item to be introduced; especially the standard reports, etc.
   4. Be especially careful to have clear, accurate, and verifiable treasurer’s reports.
   5. Be aware and take intentional action to practice the ministry of reconciliation both before, during, and after a business meeting.
   6. Have a Published Agenda wherever possible.

2. General Outline of a Business Meeting:

   1. Call to Order
   2. Devotional
   3. Roll Call (signature list)
   4. Minutes of the Last Meeting
      Read (published ?)
   5. Presentation of Reports
      A. Standing Committees
      B. Ad Hoc committees
   6. “Old” or Unfinished Business
   7. New Business
   8. Special Items (Misc. Business, Announcements, etc.)
   9. Adjournment

3. Special Item: Minutes of the meeting carefully preserved:

   1. Name of Organization
   2. Nature of the Meeting
   3. Time and Place of Meeting
   4. Name of Chairperson
   5. Nature of Devotional Service
   6. State: Minutes read
   7. Business transacted
   8. Adjournment
   9. Signatures affixed
   10. Date of Approval