



# St. Paul Lutheran Church

## Guidelines for

# RECORDING CHURCH COUNCIL MINUTES

### Team Reports

- MUST be in before church council meeting. ONLY team reports approved at the church council meeting can be included in the council minutes.
  - Church council meetings are generally held on the third Tuesday of the month at 6:30 pm
  - If a team report is submitted after the church council meeting, they will be approved and included in the next month's council minutes.
- Wording for the council minutes are taken directly from the submitted team reports

### Old / New Business

- This information is recorded by the church council secretary

Questions about the church council minutes, please contact the Church Council Secretary