

Suggested Format for Classis Minutes

The Office of Synodical Services, Ministers' Pension Office, and the Human Resources Office, to name a few, refer to the classis minutes to stay up to date on important information relevant to the office. The following classis minute format suggestions are provided for you as a model in preparing classis minutes. These simple features are helpful to the offices of synodical services, ministers' pension, *Yearbook*, and human resources in its processing and gleaning of information from the minutes. Please consider using the following for easy-to-read records of actions in classis meetings:

1. Bold heading of each article allows for easy gleaning of necessary information.
2. Classis name and date on each page in the header or footer section clearly identifies copies that are made of individual pages for various agencies/offices.
3. Providing information on the next session of classis (date and location) at the end assist staff in planning visits to classis meetings.
4. Current list of classis functionaries with date of term is helpful for keeping the synodical deputies and *Yearbook* data lists updated.

All of these features are very helpful to all who read the minutes. Thank you for giving consideration to making these additions/changes if you are not already including them in your minutes.

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