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 respective offices. A few easy formatting changes to the template of classis minutes are very helpful to these offices in their work. The following suggestions are provided for your consideration to make review of and referencing specific actions within classis minutes:

1. Use **BOLD HEADINGS** for each article to allow for easy scanning for necessary information.

2. Insert **classis name and date** **on each page** in the header or footer section to clearly identify a print out of individual pages for various agencies/offices.

3. Include information for the *next* session of classis (date, time, and location) at the end of your minutes—helpful for all who read and need to plan ahead!

4. Attach a **current list of classis functionaries** with date of term—helpful to Synodical Services Office in keeping the synodical deputies and *Yearbook* data lists updated.

All of these features are very helpful to persons who rely on the minutes for valuable information! Thank you for giving consideration to these suggestions if you are not already incorporating them into your minutes.

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