

**JOHN KNOX PRESBYTERY  
GENERAL GUIDELINES FOR PRESBYTERY UNITS**

1. The Executive Presbyter is the resource person for most programmatic committees and should be invited to all meetings of all Presbytery units.
2. Scheduled Committee meeting dates are sent to the Presbytery Office. If the Presbytery Office is the meeting place, a specific room is scheduled with the secretary.
3. Presbytery Council, Committees, Commissions, and Task Forces may meet by telephone conference or video conference, when it is deemed prudent, provided all requirements for constitution of a meeting of the particular group are met (e.g. quorum, prayer, notice, etc.), that full opportunity for simultaneous communication is available to all members, and that minutes are duly kept.
4. Minutes are recorded and a copy sent to the Presbytery Office.
5. The John Knox Presbytery office coordinates dates of events.
6. Format for Minutes of the Meetings:

THE JOHN KNOX PRESBYTERY  
NAME OF WORK GROUP OR UNIT  
DATE OF MEETING  
LOCATION OF MEETING

1. MEMBERS PRESENT:  
  
MEMBERS ABSENT:  
  
PRESBYTERY STAFF:  
  
OTHERS:
2. Information about: CALL TO ORDER AND CONVENING PRAYER
3. Information about: APPROVAL OF AGENDA
4. Information about: APPROVAL OF MINUTES OF PREVIOUS MEETING  
(List any amendments made.)
5. Information about: DELIBERATIONS AND ACTIONS  
A concise summary of work done by the group with as much detail as requested by the members. Actions should be listed separately OR **highlighted** within the report. Action words (i.e., VOTED) should be capitalized.

6. Information about WORK ASSIGNMENTS.  
(List any work assigned to staff or Work Group members, including homework for next meeting.)
7. Information about UNFINISHED/CONTINUING BUSINESS.  
(Input to next agenda.)
8. Information about ADJOURNMENT AND PRAYER.
9. Information about NEXT MEETING.
10. NAME OF SECRETARY/RECORDER.