



# concordia historical institute

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RETRIEVE + RECORD + REFLECT + RECALL

## “WHAT ARE SOME GUIDELINES FOR CONGREGATIONAL MINUTES?”

The following are guidelines for recording, processing, and preserving the minutes of the voters' assembly, boards, committees, and organizations of the congregation.

1. Provide the official record of transactions or proceedings of a congregation and also the source of valuable information for future years. The secretary shall keep a clear, accurate, adequate, and objective account of the transactions of regular and special meetings, including the number of members present.
2. To ensure accuracy it is essential that a copy of all recommendations or proposals by congregational boards or committees be given to the voters' assembly at the time of their presentation and entered by the secretary into the minutes with whatever changes the congregation may see fit to make at their adoption.
3. In important business matters, especially those having legal significance, it is essential that the secretary record the names of individuals moving and seconding adoption of the recommendation.
4. In order to provide for permanent legibility the minutes shall be recorded by the secretary in typewrit-

ten form in a durable loose-leaf binder or transcribed in a legible handwriting into a permanent ledger. The binder or ledger shall be furnished and owned by the congregation. After the minutes have been adopted in a subsequent meeting they shall be signed by the chairman and the secretary before they are filed. Post binders are recommended for permanent loose-leaf files. At certain intervals, such as five or ten years, loose-leaf minutes shall be permanently bound.

5. Letters and documents that come to the secretary in an official capacity are considered property of the congregation and shall be surrendered by the outgoing secretary to the successor.

6. In the interest of safekeeping the congregation should have the minutes and records reproduced on microfilm; maintain additional copies of the minutes in a separate place, such as the district or synodical archives.

The congregational archivist should present these guidelines to the voters' assembly and all boards, committees, and organizations of the congregation, so that accurate records are maintained and preserved regarding activities and policies of the congregation.