NOTES for MINUTES-TAKER (Recording Clerk)

Prior to Presbytery Meeting (Week of Posting)
The Draft of the Minutes are based on the Detailed Docket.

1. Obtain the **Detailed Docke**t from Stated Clerk and/Assistant to the Stated Clerk
2. Use the **Template Draft of Minutes** to create Draft.
   o Naming Protocol: "**!DRAFT-Year Month and Day-Presbytery Meeting Minutes**"
3. Fill out the Draft of Meeting minutes based on the Detailed Docket.
   SOME Pointers:
   o High Light areas for easy input while taking minutes
   o Make sure the formatting is correct and fonts are the same.

By preparing for the meeting and having the Working Draft of the minutes prepared, taking notes and adding in information makes things easier. You will also know what will come up next during the meeting.

During Meeting:

1. Have Working Draft ready on your system. Have a copy available, just in case you "accidently delete.
2. Have a paper copy of the Detailed Docket so you have the agenda on-hand; you can use this to write notes.
3. Take the minutes.
4. Make sure if there are any paper submissions from the floor—it goes to the Stated Clerk so it can include in the appendices.

AFTER the Meeting and once the minutes draft is done here is the process:

1. Send **Minutes Draft to Stated Clerk** , where additions and edits are made. Stated Clerk will complete the consolidation of appendices and pagination.
2. **Obtain Meeting Attendance sheets** after meeting. Input information onto the Attendance Sheet template draft. Once the Attendance appendix is complete, send to Stated Clerk to Consolidate with the draft of Minutes. Return originals to assistant to Stated Clerk for filing.
   Once the **Consolidated Minutes draft** is complete, have the WORD and PDF version available for the next Presbytery Meeting for Approval.
3. Once Approved at next Presbytery meeting, it will be added to "Approved Minutes" section of the Website, electronically filed, and printed, signed and added to binder by Stated Clerk/Assistant to Stated Clerk.

Helpful Info:

-Prepare for meeting by looking at the **Current Packet**:
https://www.presbyteryofsf.org/current-presbytery-meeting-packet/

-Look at **Previous Presbytery Meeting Minutes** if you encounter Detailed Docket Items that are unfamiliar at first. By doing this, you can utilize what has been done in the past, and make it fit the meeting minutes you are producing