

## **Minute Books for the Parish Pastoral Council and the Parish Finance Council**

*In January, 2011, the Chancery issued a directive for the maintenance of minute books by Parish Pastoral Councils and Parish Finance Councils. That directive states:*

Each parish is to maintain 2 sets of minute books: one for the pastoral council and one for the finance council.

Minutes of each of these parish organizations should contain:

- Date and location of the meeting
- Time when the meeting came to order
- Name of person who chaired the meeting
- Leader of opening prayer
- List of attendees; list of those absent
- Major points of discussion
- Specific recommendations for the Pastor
- Assignment of tasks and anticipated due dates
- Leader of closing prayer
- Date when the minutes were approved by the council
- Person submitting the minutes (secretary or recorder)
- Date of next scheduled meeting

The minute books are to be brought for review by the Chancellor at the time of the microfilming of the Sacramental Records.