

# Welcome to The Board



A Practical *How To* Guide  
For  
Church Board Members

R.W.P. Patterson

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## *Foreword*

Being a church board member may be a totally new experience for you and if so, this little book should be of great help. It was written primarily to help those who that have just been elected to the board, but who have little or no experience in being a board member. However, if you have considerable experience on a board then perhaps you may find it useful to have a couple of copies of this book for new members who come to the board with little or no experience. You may also want to give a copy to the church staff so they can see how a board should be organized and what a board will be expecting when it comes to a board meeting.

This small book is not designed to be the definitive work on church boards and their actions. What it does offer is a common sense approach to understanding what the church board should do, how it should operate and most importantly, it will help you find your place as a board member.

The first thing you will notice is that we start with the assumption that your church has already placed you in the position of being a board member. This means we do not need to discuss qualifications, procedures or the selection process here. Acts 6, Ephesians 5, and I Timothy 3 all set the scriptural pattern for us. Additionally, each church (hopefully) has outlines and guidelines for the selection and election of board members. Notice the term we will use here is ‘board member’ and not deacon, elder, trustee, or ‘official’ board member. What your church calls its board and who sits on the board is not in the purview of this work. Obviously, not each church may do this in the exact same way, so we will assume that whatever your policy is, it has been followed and now *you are* a church board member for your church. This is where we begin.

In any well run organization, training and continuing education go on as part of the regular routine. This should include ministry as well as secular organizations and it should include church boards as well as the boards of well run establishments. It may be that your church board is made up of church members that all have ‘board’ experience gained from business, education, military or civic organizations. However, it is far more likely that your church will have a wide range of board members with diversity of experience and skills, but little board experience. Many, if not most, board members may have never been on a board before or operated in such a setting. That is not a problem! A diversity of backgrounds can be a great asset to any board, and the range of skills that are brought to the table can be of great help to any church. Just look at who the Lord selected for his ‘board’ while He walked among us. The disciples included fishermen, seamen, laborers, a tax collector, and even a revolutionary or two! Now that is real diversity and varied skill sets for you!

Obviously, no one is born with the knowledge of how to be a good board member; it is an acquired skill that most of us learn through training and/or experience. We will seek to save some time over the experience route through training. You already have a lot going for you in that as an elected church board member, it is obvious that a number of other church members see in you the qualities of leadership, integrity, and spiritual stability that they feel will be of help to the local church body. This support coupled with a true desire to be of service to the Lord and His church should help you be excited about learning some new skills and ideas to meet the task before you.

Be proud that you have the opportunity to serve the Lord and the local church body in this manner. Be humble and ask for the Lord’s guidance each day, for leadership has a great many demands.

### ***The Church Board and the Pastor***

It has been rightly said that, “*The Pastor is God’s gift to the church; the board is God’s gift to the Pastor.*” More than just being a catchy phrase, *this should always be the way you want to be able to speak of the Pastor and the Board of your church.* If you don’t feel this way, then there is work to be done!

The board should never look at the pastor as a ‘hired employee’. Rather, the board should take the position that the pastor is placed by God to lead your church. If you really believe that, then it makes the church board and pastor relationship much easier. It also means that the board can relax knowing that *if* the Lord truly placed the pastor here, the Lord *will* move the pastor on should it become necessary. The board then understands their job is not to *watch* the pastor (the Lord is doing that!), but to *support* him. By the same token, the pastor will know he doesn’t have to worry about the board being a mostly a check and balance; he only needs to listen to the leading of the Lord knowing the board will be at his side to help hold his arms up just as Aaron and Hur did for Moses.

With this settled, the board can set about to help the pastor develop plans, objectives, and a church strategy. It can be an exciting time as a Board supports the pastor in every way to include praying for the pastor, reviewing the performance of the church, and helping the pastor to fulfill the vision that the Lord gives him/her for the local church. Can a committed, praying Board make a difference? Well, twelve men following Jesus did; they helped change the world!

The Board must set aside any personal or individual interests as they seek to support the well-being of the church which they serve. Sometimes this can be a bit difficult. Leaders usually are not wall flowers (that’s why they are leaders!) They often have an opinion and are more than willing to share it! The key is to think before one speaks and put the good of the body above personal desires and agendas.

Consider if the wisdom you are about to present is just your opinion or if it is truly what will be best for the church as you see it? These may not always be the same. Remember you represent the church body, not just yourself.

As the church grows, it will undoubtedly change. The Board must be open to evolve to meet changing needs and circumstances of the expanding church body. This does not mean you change values, it just means with growth and the subsequent change, leadership must be ready to meet new challenges and needs. These challenges might be as simple as a need for more space and expanded educational facilities, or it could be a need for an expanded staff and additional board members. Being ready for such challenges makes them *opportunities* rather than *problems*. Such opportunities bring out the best traits in a church board. Here are some traits that that serve Board members well:

- *They support the pastor as the leader of the church.*
- *They are honest.*
- *They are enthusiastic.*
- *They keep an open mind.*
- *They are team players.*
- *They are willing to tackle problems when needed.*
- *They take an orderly approach to decision making.*
- *They are competent.*
- *They have a sense of humor.*

You surely come to the board with a number of these traits in place, that's why you were elected. In some cases you will grow and expand your use of some of these traits. As an example, you hopefully come in full support of the pastor, and surely you are honest, enthusiastic, and probably have a good sense of humor. On the other hand you may need to develop your open mindedness, your team player capabilities, your willingness to tackle problems, and your approach to decision making. If you know you need to work on one or more of these traits, you are already on your way!

### ***The Best Board Organization Model***

Please be sure and let everyone know when you figure this one out! There are guidelines, there are preferences, and there are variations, but there is no *one size fits all* for a church board. A good rule is to *use the simplest organization structure* that works best for your church. Here are some ideas that might be of help:

**Member Composition:** The most important requirement for any Board member is a strong commitment to the mission and vision of the church and a desire to support the pastor.

**Size:** There should be enough Board members to do the work, but not so many that it is hard to communicate or make decisions. Most Boards run between six and sixteen members, with smaller Boards being more common. Six to eight seems to be a good number of members to get an open discussion and to have a good representation of the church body.

**Decision Making:** Boards usually make decisions by voting. Another option used by corporate boards as well as church boards is that of 'loose consensus'. This means there is general agreement on most issues, but there are provisions for voting when necessary. Regardless of the formal procedure used, it's important to consider everyone's perspective in making a decision.

**Leadership:** The pastor is the equivalent of the Chief Executive Officer (CEO) in business parlance. *Ultimately, the pastor is responsible for everything that happens or fails to happen in the church.*

The board may have officers such as a Chairman and Board Secretary or Treasurer. The board may have committees, or it may not. However, as a minimum there are three responsibilities that should be clearly designated, and there three members that usually do this:

- There should be a member to assemble the meeting agenda and conduct the meeting. Normally the Chairman of the Board can do this for the pastor and board. (Some pastors prefer to assemble the agenda themselves and personally conduct the board meeting.)
- There should be a member to track the organization's finances and budget. (Treasurer)
- There should be a member to keep notes and records of the Board meeting. (Recording Secretary)

The *Chairman of the Board* is not a big title with a lot of power on a church board; rather the Chairman is elected *by the board* to serve as its director in all meetings. The Chairman provides the agenda, keeps the board on track for the agenda as presented, and serves as the chief coordinator and “follow up” person for the board and pastor. The Chairman answers to both the board and the pastor.

The Chairman serves as the point of contact for all board members between meetings to collect and coordinate information and actions for the pastor. This allows the pastor to contact one board member for general coordination and information rather than needing to track down each individual board member. It also allows the individual board members to work through the Chairman rather than to go to the pastor directly with most items.

The Treasurer may be the overseer of the budget and finances, but take the information from the church Bookkeeper. The board treasurer may indeed be the actual treasurer and the bookkeeper. In any event, a short report to the board should be provided at each Board meeting as applicable.

The Recording Secretary is not the secretary to the pastor, but rather is the person that records or takes notes for the board minutes of the meeting. The Recording Secretary will maintain historical records and the minutes of all meetings to provide a history for the board..

This member will also normally prepare or coordinate to see that a staff secretary prepares all correspondence is prepared on behalf of the board. In some cases a tape recorder may be used to collect notes for later transcription to insure accuracy, but it is suggested that only one or two tapes be used and these should be cleaned by a magnetic eraser (fully cleaned) then, and only then, recycled over and over. The cleaning prevents confusion with what was said last night vs. what was said last month! Reusing the tapes avoids having sensitive information lying all over the place as numerous tapes are collected. In many cases, red color cassette tapes can be purchased which helps identify board room tapes.

**Meetings:** Have enough meetings for the Board to fulfill its responsibilities, but not so many that people feel burned out and begin to dread ‘another meeting’. Meetings are useful for planning, sharing information, and making decisions. However meetings are not just for work. Make sure that relationship-building and enjoyable activities are included when the Board gets together. Include an occasional meeting just for fellowship and ‘team building’ among members of the Board

Meetings should be scheduled on the same night (such as always on Monday at 7 pm) so as not to get confusing with constant change. Have light refreshments. Have a private, comfortable room, comfortable chairs, with a good climate controlled temperature. It sometimes good

to have the pastor's secretary or an administrative staff member outside the room, but away from the Board Room to take messages, and help keep interruptions down. Privacy and confidentiality are paramount.

**Tips for Staff Members on Board Night:** Have paper, pens, pencils, and a stapler available for anyone who needs it. The copy machine should be on and ready to go (another good reason for the pastor's secretary or an administrative assistant to be available. No one else probably knows how to run the machine!)

Have an agenda made for each board member and have it placed in their folder or Portfolio (more on this later). Bottled water and a thermos of coffee with cups in the center of the table is good.

As you find out who drinks tea, who drinks coffee, and who takes cream and sugar, this can be put at "their place" at the table and this makes a nice touch.

As the board becomes comfortable in their positions and duties, a good staff will always check to see if anything special is needed 'before' the meeting. Have plenty of colored folders on hand so one can be provided with the agenda. Have a few pads of 'sticky notes' on the table for board use.

If needed, insure the computer, projector and Power Point is up and running BEFORE the board shows up. A laser pointer is another nice touch, although some presenters have their own. No projector at the church? No problem. Insure a 'white board' or 'chalk board' is clean and ready with dry markers or chalk and a suitable eraser. An old rag is not a suitable eraser!

If a guest is expected to speak to the board, a staff member should see if there are special requirements and insure there is a seat for the guest. Guests normally don't get an agenda.

As you can see, there are many things to consider for a board meeting if you want to do it right. Practice makes perfect and as a staff member, one good way to practice is for “you” or another staff member to come in and sit down as though “you” were on the board. It might help you see what was missed and what is needed. Critique yourself after the meeting as to what was good and what needed improvement.

**Working groups:** Tasks can be delegated to smaller groups on the board so that work gets done between meetings. This also helps avoid getting the board meeting bogged down with small details better handled outside the regular meeting. Some organizations prefer the term 'working group' over 'committee', because it focuses on the purpose of getting the work done.

Sometimes the Chairman can meet with one or two Board members for coffee to accomplish the same thing without the need for such working groups or committees.

Working groups can be enjoyable over coffee at one of the member’s homes, at the lake, or even at the church on a Saturday afternoon. Keep notes and just as is done in a regular meeting, stay on track and stay focused on what you are to do less you wind up chatting and while enjoyable, you waste the time needed for the task at hand.

**Training the Board:** Church Board members need and appreciate training just as does any professional in a business, education, or technical profession. Time spent training in a seminar, studying a book such as this, or having a guest speaker is not time wasted. Tapes and videos can also be useful from time to time. This can be done on a collective or individual basis.

# 10 KEYS TO HELP PASTORS AND BOARD MEMBERS

## 1. *CONFIDENTIALITY*

- Must be *uncompromising in its meaning*.
- It's not a matter of trust... it's a matter of principle.
- Sharing Board discussions places considerable 'baggage' on those with whom you share.
- Once you give your trust away, it's hard to get it back.
- The legal ramifications of violating confidentiality in a church can be severe.

## 2. *PORTFOLIOS*

- Consider having each Board member to have an assigned "Portfolio" (Job Description).
- This becomes that Board member's primary focus while on the Board.
- A Board member can volunteer for a specific portfolio, or they may be assigned by the pastor or assumed with a position.
- Portfolios may contain more than one area of oversight and responsibility, particularly in a smaller church.
- Examples of Portfolio assignments:
  - Facilities (Care of buildings, Parsonage, grounds, custodial, etc).
  - Special Events (Coordination, set up, break down).
  - Transportation (Bus, vehicles, etc.)
  - Strategic Planning
  - Budget Oversight
  - Communications (Telephone, computer, web site, signs, advertising, printing, etc.)
  - Missions (Care of visiting missionaries, communications with missionaries, and all associated missions needs and activities.)
  - Christian Education (Missionettes, RR, SS, etc).

- Pastoral and Staff Care (Pay, benefits, birthdays, needs, performance, reviews, etc.)
- Assimilation (Hospitality, visitation, calls, cards, etc.)
- Staff Relationships (Cares for employees as a primary duty).
- Chairman of the Board (Takes *one* area as ‘his’ and tracks all the others).
- While some Portfolios may be combined; some do not combine well depending on the complexity and size of the job.
- Board members do not necessarily do the actual work their areas, rather they provide the oversight to track the efforts and status.
- Board members report quarterly or semi-annually with a formal status report (format to be developed) for the Board on his or her portfolio area.
- Coordination between board members is expected and encouraged.
- Informal updates and progress reports go to Pastor and Chairman of the Board.
- See typical Portfolio examples in *Appendix A*.

### **3. DEVELOPING LEADERSHIP SKILLS**

- You obviously have some leadership skills since your fellow church members elected you to the board. The key now is developing and expanding those skills.
- One of the best ways to develop leadership is to ‘listen’ to those have concerns, ideas and suggestions. You do not owe it to people to *do* as they suggest, but you do owe it to them to *listen* to what they say. If you listen, people will talk to you.

- You should remember not to get too impressed with yourself as a board member. Be like Jesus *who came to serve, not to be served*. People saw this and they followed Him; they still do.
- Be a person of your word. If you say you will do something, you should make it a priority do it. You need not *promise* to do anything; just saying you will do it should be enough. People will quickly learn this about you and look to you for leadership.
- Be out front; you can't lead from the rear.
- Direct others to follow the leading of pastor, who in turns follows the leading of the Lord.
- Leadership can be learned and improved by training. Study and work at being better as a board member. Make it practice to improve a little each day.
- Be a *Team Player*. You were not elected to watch or check up on the pastor. *Always* strive to be a positive help to the pastor and your fellow board members.
- Be *Goal-Oriented* and help the Board to do the same. Make sure the goal and mission of the board is clearly defined. If the pastor and the board "*don't know where they are going, they won't know when they get there!*"
- Apply the other nine points listed here on a regular basis.

#### **4. ORGANIZING FOR EFFECTIVENESS**

- Board meetings should be well planned, organized, and models of efficiency. Each meeting should be conducted in a well lighted, comfortable and private area (remember *confidentiality!*).
- Board meetings should *start and end on the time specified*.

- There should be a well thought out and well organized *written agenda* of items to cover with most ‘items’ being noted on the agenda as opposed to a lot of new ideas brought up in the board meeting as you go through the business of the evening. Of course new items sometimes come up, but these should be the exception rather than the rule. See typical agenda in *Appendix B*.
- A pad of paper and a pen for each board member is a small thing, but helps insure everyone starts together with the tools needed.
- Cell phones should be off unless a possible emergency is expected or pending.
- One board member such as the Chairman (if you have one), or the pastor, or the Recording Secretary should be tasked to help keep the meeting on track so it doesn’t go too far off-track rather than addressing the items on the agenda.

## **5. COMMUNICATING EFFECTIVELY**

- It is very important that what you thought you heard discussed and agreed to in a board meeting is what the other members heard and what the pastor understood. A written agenda is the first step in this process. Your notes, made on the agenda page and the notes of the Recording Secretary are also most important in this regard.

- Each board meeting should be followed with a written *Minutes of the Board* that restates what was discussed and either agreed to do or not agreed to do. Each member should get a written copy in a timely manner. Errors, misunderstandings, questions, or comments can either be handled immediately or as the first order of business at the next meeting. (This assumes no action is required before the next meeting.)
- Telephone calls between members and businesses or other entities should have a short written note created and placed on file with any times, dates, persons, places or actions taken or to be taken all noted. These can be called a *Memo for Record* (MFR) or *Notes For Record* or whatever you wish to use as a title. The main idea is note the highlights of what was said and what was to be done, by whom and when. Should there be a question, this makes a strong reference to get everything back on track.
- Always return phone calls expeditiously to other board members, the pastor(s) and to church members.
- Board members need to communicate not only to the pastor and the other board members, but they need to keep church members *appropriately informed* on matters of importance to the church body. Don't confuse this with a lack of confidentiality. *That which is confidential is confidential and should remain so.*

## 6. DELEGATION

- Your *Portfolio* of duties and area of responsibility does not mean you must personally do all the tasks in your area. Quite the contrary, as a board member, you must delegate tasks and needs to others who will help you and the church. Note that ‘responsibility’ was NOT mentioned as being delegated, since *responsibility can never be delegated*. If you have the responsibility to oversee an area of the church, it remains YOUR responsibility even if others in the church assume the task to do the work. This is why *leadership, organization, communication* and *follow up* are key points of a good board member.
- Proper delegation of tasks is a true skill to be developed by a leader. When done right, the person delegated with a task does so willingly, happily, and with a degree of satisfaction to be of service to their church.
- As part of the process, you should assemble a team of workers who can help in your area of responsibility. If you figure you need four persons on your team, try to have six or more persons so you won’t wear out the one or two persons who are always available. Make them all feel that they are a partner in the process of success rather than just a ‘fix to a problem’. Meet with them from time to time and keep them up to date. Support them with what they need and help if you can, as you can. As with other actions of a leader, *follow up* on how they are doing and how the task is being accomplished.
- Lastly, be sure and recognize their gift of time, expertise and effort with thanks given personally, before the board, and before the church body.

## **7. *WORKING WITH THE CHURCH STAFF***

- Normally the larger the church, the larger the church staff that will be needed to help it function properly. The pastoral staff consists of the senior pastor and the other pastors of the church who minister under his guidance. There is also the office, administrative, and/or support staff. This staff may typically function under the pastor, an administrative assistant, or a church business administrator. The relationship of the board members with all of these staff members is very important.
- Again, churches operate differently in several settings. In a typical staff/board relationship, the board does not task or instruct the church staff in day to day operations and functions. When taskings or instructions are to be given to either or both of the staffs of the church, these should come from the senior pastor. This applies even if the board has voted to change something such as compensation, or work schedules. In situations where an action affects the pastor such as a pay increase or change in a pastoral procedure, taskings should be done by the Chairman of the Board or an appointed member of the board who was instructed to address the specific issue. (Having a Chairman of the Board makes such actions much easier should the need arise.) The primary purpose here is to always avoid getting any or all of the board between the pastor and the staff.
- One of the pleasures of being a board member is to interact with the church staff from a point of caring for and supporting of those who work in the church office. It is not uncommon to see a board sensitive to the needs of the pastoral staff, while seeming to forget about the

office or administrative staff that works so hard to support everyone.

It is the board's job to care for *all* the church staff members from the senior pastor to the newest assistant member of the maintenance team. Being friendly, checking on the well-being of all staff members and their families and being sensitive to the needs of those 'who labor among us' is truly a great privilege as well as a great responsibility.

## **8. RELATIONSHIPS**

- We all know that having a good relationship with neighbors, fellow employees in the workplace, or with our own family members is an important aspect of our daily lives. As a church board member, this takes on even more of an immediate need since you represent 'the church' to the church body, to your friends, and to the community who views you as a leader in your church.
- As a board member you must understand that like the pastor, you are viewed a bit differently. You are looked at as someone who should be a representation of what Christ can do in someone's life. Your speech, your actions, your attitude, and your response to situations are examples of what you believe and what Christ through your church brings out in you. When someone says, "He is a Board Member of his church!", hopefully, it is meant as a comment of respect for something good just observed rather than a comment reflecting the sad state of affairs just experienced!

- Getting to know the pastor and the needs of the ministry comes through an established relationship with the pastor. As you get to know more about the demands of the ministry you will see that as the world would say, “It’s a 24/7 job with endless demands.” You should do much more than just meet occasionally and vote on something and then go home. You can be a rock, a source of good counsel, and strong support. What a privilege!
- Board members should establish good relationships with each other as well as with church members. Meeting, greeting, and getting to know other church pastors and their boards are also excellent ways to foster cooperation in reaching the lost. Certainly there are enough lost souls to go around, so get to know others who, like you, work to support the Lord’s work.

## **9. BUILDING A TEAM**

- A church board should be efficient and it should be of one accord. In short, it should be a *Team*. Likewise, those members who help you in *your* assigned area of responsibility should be part of your *Team*. Perhaps our most common example of a *Team* is that of a sports organization such as a football squad. We know football teams do not just come together and play, they must be formed, be assigned duties, learn skills, and then work together at getting the plays right. The same is true with a church board.
- Once formed, your board should become of one mind to support the pastor and following the leading of the Lord for church. This is done through prayer, counsel,

hard work, and training. (The little book you are reading can be considered training.)

- In addition, you are doing *team building* when you join *together* for a time of prayer or as you work together to share information and facts for projects under consideration. It is worthy to note here that *nothing of any significance happens in the church without prayer!*
- Not only should you work together, but there should be time spent in relaxation and fellowship over a meal or in some other social setting. The team is strengthened when relationships are strengthened.

#### **10. FOLLOW UP**

- Keep notes (notebook and or hand held recorder) for projects to be done.
- Set up a 'Portfolio Day' to review your Portfolio if need be. (Example: Every TUES you review your tasks as pertains to your Portfolio to see what needs to be done or checked.)
- Talk with Pastor and other Board members to share project or task status and coordinate assistance as needed.
- Work out with the Pastor/Board how the 'Chain of Command' or 'Line of Authority' flows. (Drafting a flow chart might be helpful to explain this.)
- Try to resolve problems at the lowest level and lowest heat point... but keep Pastor and fellow Board members apprised of 'pending' difficulties or problems. Coordination is important here.
- There is an old adage ... "*Those things get done which the boss checks*" In other words, if you check on a job often, chances are someone will get the task done. If

you forget to check it or ‘assume’ it got done, it very likely will go undone.

- Remember to thank your volunteers and mention them to the church and to the Board.

This little book has presented a quick look at some ideas and tips that have been proven to work within a board setting. Hopefully, a few of these ideas will be of help to you and your fellow board members.

I would be remiss if I did not say a personal “*thank you*” for *your* time and effort as a board member working in the church. The Lord will greatly bless you for your willingness to become a servant for Him in His house!

R.W.P. Patterson

*Your Church Name*  
**BOARD MEMBER PORTFOLIO**

**MINISTRY:** Chairman of the Board  
**SUPERVISED BY:** Church Board  
**ACCOUNTABLE TO:** Pastor

**MINISTRY DESCRIPTION:**

- Joins Church Board in prayerful and active support of the Pastor as the God called Shepard to the church body.
- Is proactive in assisting the Pastor and the Board in all Church activities and functions.
- Insofar as possible, participates and attends all Church activities and functions.
- Anoints with oil, prays and ministers to the church body according to James 5:14.
- Etc.

**GENERAL RESPONSIBILITIES:**

- The Chairman of the Board (COB) is the primary coordinator and facilitator of the Board.
- COB is elected by the Board members.
- Has one vote as a Board member and does not set goals or directions for the church. (Pastor does this.) COB is same as other Board members, except for different duties.
- COB serves to bring the actions and work of each Board member together with other Board members to achieve the desired goals.
- Insures tasks and actions stay on schedule, within budget, and up to *standard of the Board*.
- Oversees the goals and tasks of projects set forth by Pastor and Board.
- Etc....

## **DETAILED RESPONSIBILITIES:**

- Meets with Pastor on regular basis to update Pastor as to progress of Board actions and projects.
- Talks or meets with Board members on regular basis to see if assistance can be given to help Board member in his/her area, and gets up date for Pastor. (An informal “McDonald’s Breakfast” might be good place to do this.)
- Serves to back up Board members for their taskings to insure nothing is forgotten or overlooked.
- COB assists any Board Member who needs help with guidance, ideas or general support. .
- Insures that Board members work together and coordinate actions so they go in same direction. (They may not know they are going in different directions!)
- Insures tasks and actions stay on schedule, in budget, and up to standard as Board wishes.
- Resolves conflicts as to time, money, progress, etc., as possible without Board action.
- Etc....

## **NOTES:**

- COB can also have a regular Portfolio of duties that does not require as much time and effort as other Portfolios may require, but this must be kept small so as not to over burden the COB.
- Pastor and COB should implement bi-weekly informal “Coffee with the Pastor” to talk over light issues, concerns, updates, status reports, prayer needs, etc.

***APPENDIX B***

***Your Church Name***  
**SAMPLE AGENDA**  
**20 MAR 2007**  
**7:00 pm - 9:00 pm**

- **Prayer and Time of Devotion: Pastor**
- **Comments: Chairman of the Board**
- **Minutes of last meeting (Board Secretary)**
- **Old Business**
- **Reports from:**
  - **Bro Jones (Treasurer)**
  - **Bro Smith (CE)**
  - **Building Committee (Bro ....)**
  - **Easter Community Outreach (Bro ....)**
  - **Royal Ranger Summer Camp Plans (Bro ....)**
- **New Business**
- **Pastor's Comments**
- **Closing Prayer**

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**R.W.P. “Bob” Patterson** retired as a Lieutenant Colonel from the US Army after a career as an Army Aviator and Staff Officer. Following military retirement, he served as Business Administrator for the Tabernacle Assembly of God in Atlanta, GA. From 1990 to 2003, he served as Vice President of Operations for Central Bible College in Springfield, MO. Bob has considerable experience interacting with staffs and boards in the military, colleges, and in the church.

He is married to **Arlene Patterson**, founder of *[Hospitality Plus](#)*, a nationally known ministry that helps the church assimilate newcomers and guests into the church body.