**Notes about official Minutes for called charge conference**

**You can use the editable Minutes page or create one on your own, but besides the purpose of the meeting and action taken, there are some other things required in the minutes of a charge conference:**

1. **Heading requires: name of church & district, date of cc, church’s pastor’s name;**
2. **In heading or body: name of presiding elder & recording secretary;**
3. **Required signatures: recording secretary & presiding elder;**
4. **Required: date of signature.**