



# First Evangelical Church of San Gabriel Valley

聖加路羅省基督教會

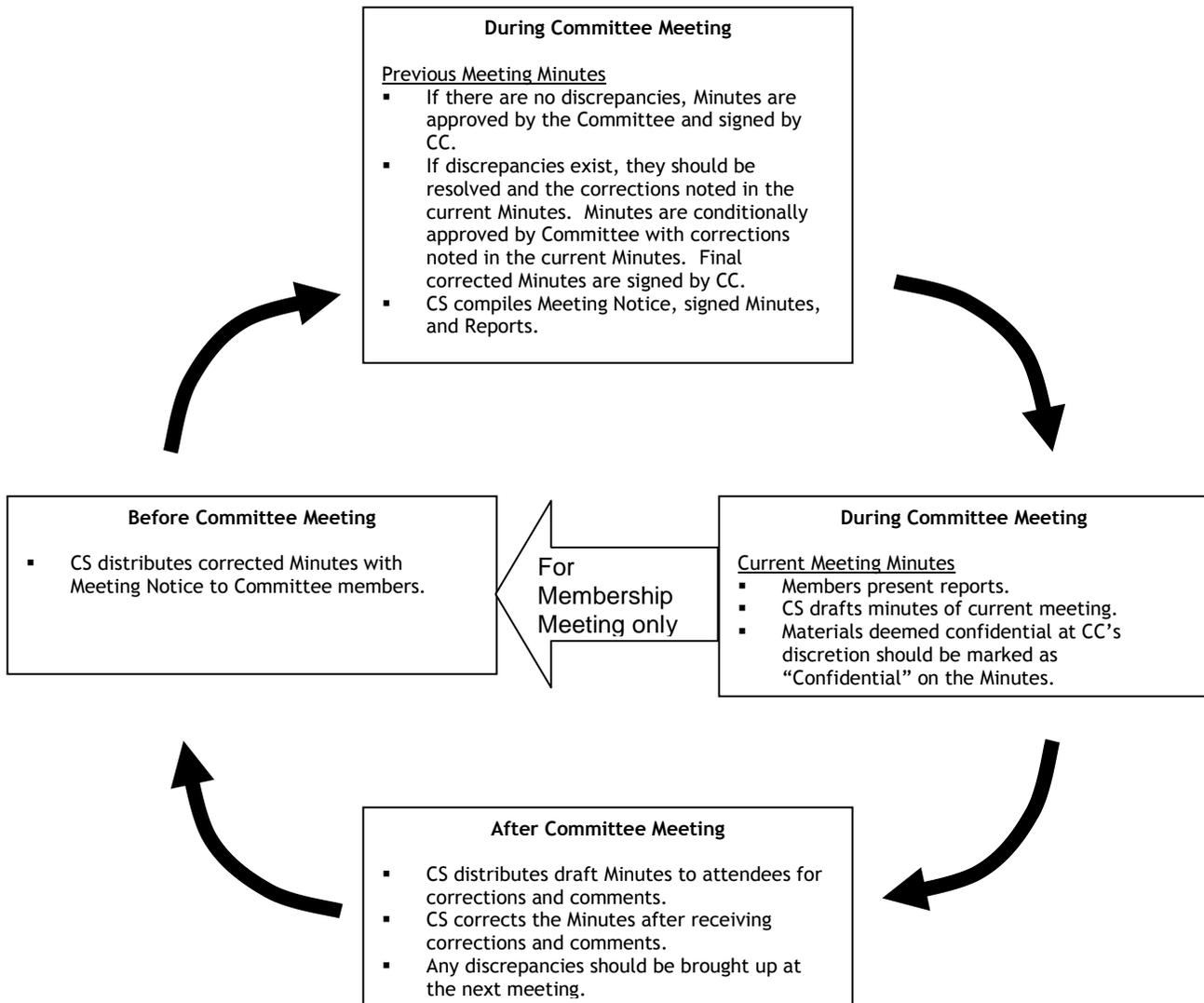
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## Documentation System of Elder Board, Deacon Board, Personnel Committee, Finance Committee, Pastoral Staff Meetings, and Membership Meeting

The following shows the filing system of the Meeting Notice, Minutes, and reports of the five captioned Committees. The purpose of this system is to ensure their security and continuity.

### Committee Meeting Process



\*CS: Committee Secretary; CC: Committee Chairperson

### Documentation System

First Approval by: Elder Board 07/18/2004

## Year End Documentation Process

### 1. Preparation of Electronic Copy

- Minutes from the entire year are combined into one file (“Temporary Minutes File”).
- Confidential material is extracted from the Temporary Minutes File to form a separate file (“Confidential File”). A statement such as “The following materials were deemed confidential and removed from this document to form confidential records” should be inserted in the locations of such extraction in the Temporary Minutes File.
- The Temporary Minutes File (with confidential material extracted) is converted to Portable Document Format (PDF) to form the “Minutes PDF”. The Confidential File is converted to PDF to form “Confidential PDF”.
- The Elder Board Secretary generates a password for the Confidential PDF.

### 2. Distribution of Documents

	<b>Elder Board Secretary<sup>2</sup></b>	<b>Committee Secretary<sup>3</sup></b>	<b>Church Administration<sup>4</sup></b>
Paper Copy of All Documents <sup>1</sup>	Original (With signed Minutes)	Copy	No
Electronic Copy of Original Minutes File	No	Yes	No
Electronic Copy of Minutes PDF	Yes	Yes	Yes
Electronic Copy of Confidential PDF	Yes	Yes	Yes
Password of Confidential PDF	Yes	Yes	No

<sup>1</sup>All Documents include Meeting Notices, Minutes, and Reports.

<sup>2</sup>Elder Board Secretary keeps paper and electronic files as the keeper of all church-related documents.

<sup>3</sup>Committee Secretary keeps paper and electronic files as part of the Committee file. All documents are passed on to succeeding Committee Secretary.

<sup>4</sup>Church Administration keeps electronic files of the Minutes and Confidential PDFs as the official backup, but has no access to the password for the Confidential PDF.

### 3. Inspection by Active Members

“The minutes of meetings of Board of Elders, Board of Deacons, Personnel Committee, and Pastoral Staff shall be open to inspection on a written request of any active member at any reasonable time, for a purpose reasonably related to the interests of the church. Such request shall be made to the respective chairperson. Requests to review sensitive membership records and confidential material shall be approved by the respective Board or Committee.” (Article XI Section 3 ‘Inspection of Records’ in FEC-SGV Bylaws)

Such inspection shall be conducted in the church office. Copying or removal from office of the records is not allowed.