



Church Meeting Training (Pt. 2) Parliamentary Procedures & Rules that Guide Decision Making

Monday, August 24, 2026 @ 7:00PM

- Why Robert's Rules of Order Doesn't Work for Some Churches
- Parliamentary Procedures that Fit the Needs of Your Congregation
- Absentee & Proxy Voting Procedures
- Open Discussion/Debate Guidelines
 - Church Meeting Agendas
 - ...More

Dr. William H. Whitaker, II
Founder, Director, &
Ministry Trainer

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2. **Use the spaces provided below Scriptures** to write 5-word summaries of the meaning of the text .
3. **Notation of the page on which the training is teaching** is provided at the bottom of each screen .
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(We are on page 1 of the notes.)

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I. Key Figures in Tonight's Lesson

1. King Balak of Moab
2. Prophet Balaam of Pethor
3. A No-Named Donkey Owned by Balaam
4. An Angel of the Lord
5. Henry Martyn Robert of Robertsville, S.C.

Example: Circle in your notes all lecture Key Words shown in (**bold printed, underlined words**) in tonight's presentation.

II. Parliamentary Procedures

A. What are Parliamentary Procedures?

A listing of rules, ethics, customs, and procedures that...

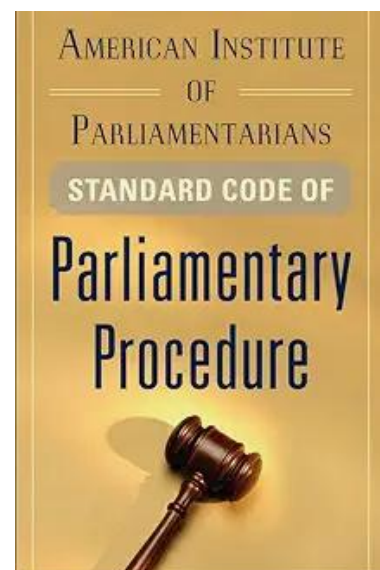
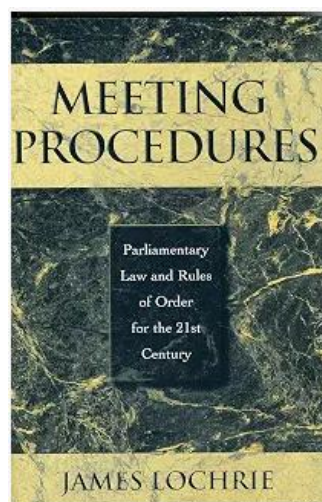
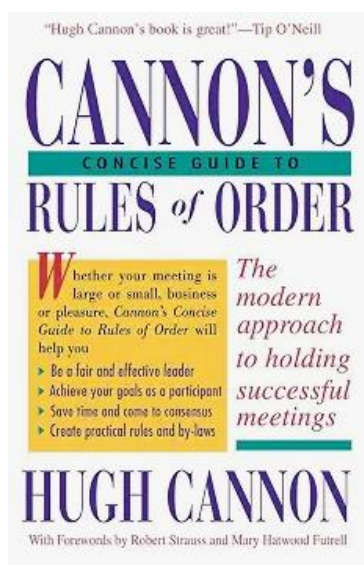
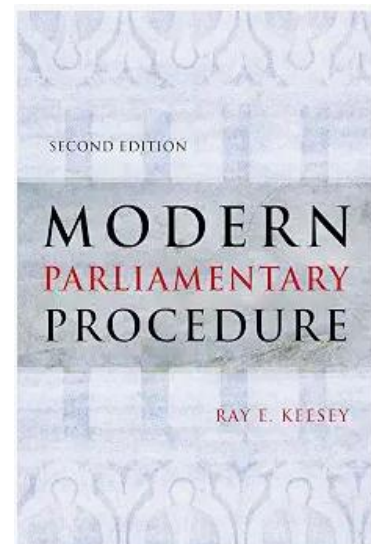
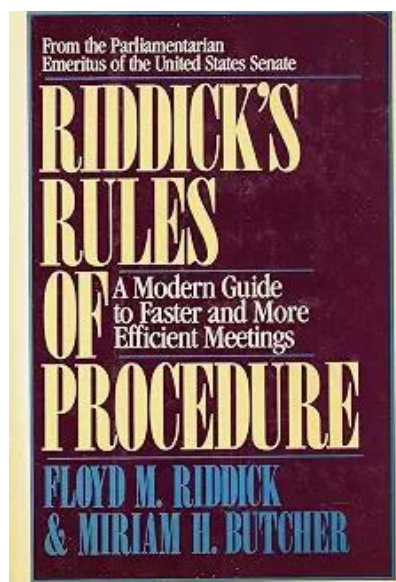
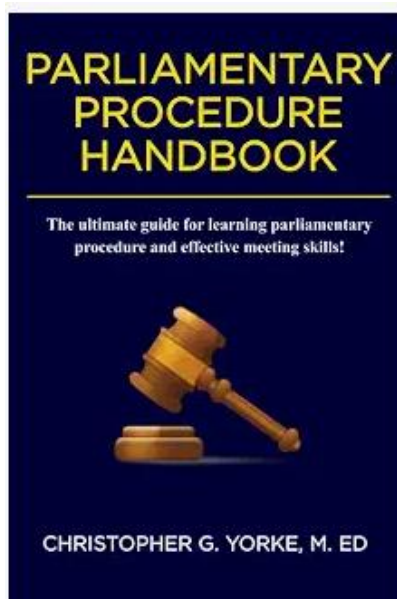
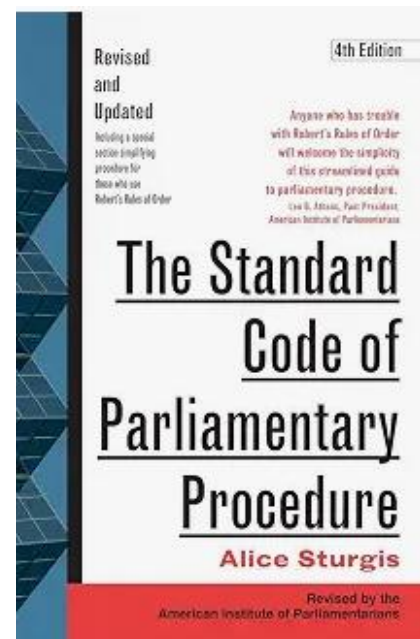
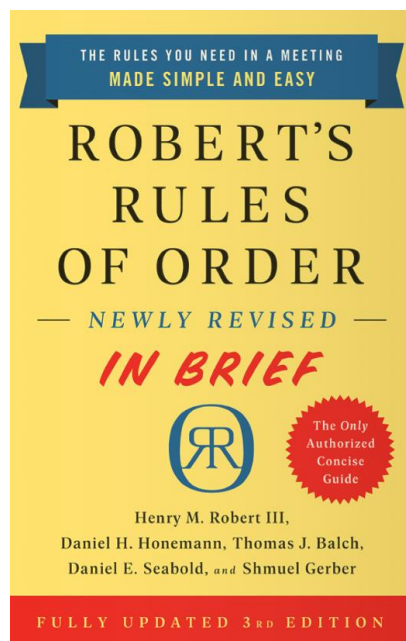
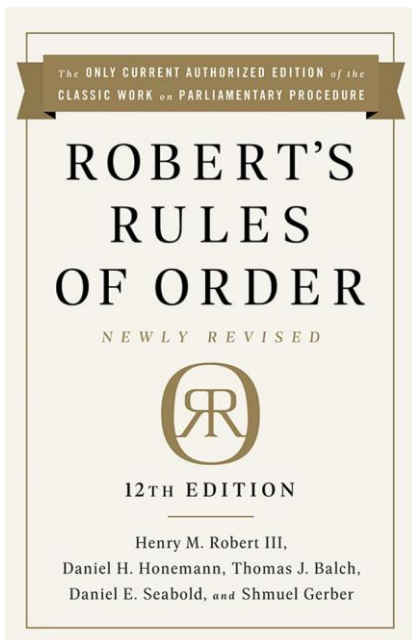
1. *Have been accepted and approved by a body*
2. *Govern how their meetings will be conducted.*
3. *Who Wrote Parliamentary Procedures?*

The most commonly used set of Parliamentary Procedures is *Robert's Rules of Order*. Because there are many other less known Parliamentary Procedures, each church is responsible for discerning and choosing which set of Procedures is best for their congregation.

(See pg. 4 of notes.)

B. What is the Purpose of Parliamentary Procedures?

1. To keep order in church/ministry related meetings.
2. To enable "official" decisions and actions of the collective body to be made on behalf of the church.
3. To prevent any one person from talking excessively.
4. To provide a respectful and orderly manner for congregations/organizations to discuss business.
5. To promote an atmosphere of fairness and structure for debates and disagreement.
6. To keep the congregation focused and centered on approved information during meetings.



C. Who was “Robert”?

1. *Henry Martyn Robert* (1837-1923)
2. 1857 Graduate of West Point, the U.S. Military Academy, West Point, N.Y.
3. An Accomplished Civil War American Army Brigadier General & Engineer.
4. Successfully organized military strategies and defenses in Washington, D.C., Philadelphia, and the port of New Bedford, Massachusetts.¹

D. Why Did Brigadier General Robert Write “Robert’s Rules of Order”?

1. In 1862, while stationed in Massachusetts, he was asked to preside over a Church Meeting in First Baptist Church, New Bedford.
2. Because the church had no generally accepted rules for conducting business, the meeting became so turbulent that the church members “erupted into open conflict”.
3. The church fight embarrassed General Robert because as a Brigadier General, he was able to lead and strategize an Army of soldiers in battle, but not even a General could lead a Church Meeting that did not have accepted “Rules of Discussion”.²

E. What Did General Robert Use to Write His Parliamentary Procedures?

1. His Westpoint knowledge
2. His Civil War military strategy experience
3. Guidelines used by politicians in the governance of the United States House of Representatives.

He called his list of Parliamentary Procedures...
“Robert’s Rules of Order”.³

¹ (<https://robertsrules.com/our-history/>)

² <https://www.britannica.com/topic/parliamentary-procedure>

³ (<https://robertsrules.com/our-history/>)

F. The Mistake of Churches Using Parliamentary Procedures:

Assuming that *Parliamentary Procedures* (Robert's Rules of Order) by themselves can control the *Personal Convictions* and Conflicts Between Church Members.

Only God Can Remove/Replace a Hardened Heart

26 I will give you a new heart and put a new spirit in you; I will remove from you your heart of stone and give you a heart of flesh. 27 And I will put my Spirit in you and move you to follow my decrees and be careful to keep my laws. 28 Then you will live in the land I gave your ancestors; you will be my people, and I will be your God.
(Ezekiel 36:26-28)

III. The Church Meeting in Pethor

A. Background Scripture (Genesis 12:2-3a)

² *"I will make you into a great nation,
and I will bless you;
I will make your name great,
and you will be a blessing."
^{3a} I will bless those who bless you,
and whoever curses you I will curse..."*

B. Balak (Numbers 22:1-4)

1. The son of Zippor
2. The king of Moab at the time when God blessed Balaam with the gift of divination.
3. An insecure king intimidated by the Israelite/people of God.

C. Balaam

1. Son of Beor.
2. A non-Israelite prophet from Pethor near the Euphrates in northern Mesopotamia.
3. Gifted Man – God blessed him with the gifts of prophecy, divination, the ability to see the future, and know what is unknown to the mortal man.

Kings sought to “hire” prophets like Balaam with the gift of divination to gain the advantage over the king’s enemies. A *diviner*, someone able to see the future, enabled kings to see the strategy and future movements of their enemies.

Numbers 22:1-4 (*What is a 5-word summary of these verses?*)

D. Balak (*Intimidated by the Israelites*)

The Israelite people of God had increased so much that they devoured their enemies, the Amorites in battle. When Balak saw the size of the Israelites and all they had done to the Amorites, he (Balak) feared the Israelites because there were so large in number.

Balak (cont’d.)

Numbers 22:4a says that Balak’s people (the Moabites) became so fearful of the people of God that they called them (the Israelites) a “horde” and said, “This horde is going to lick up everything around us, as an ox licks up the grass of the field.”

Numbers 22:4a

“This horde is going to lick up everything around us...” (NIV)

“This mob will devour everything in sight...” (NLT)

“That huge mob of Israelites will wipe out everything in sight...” (CEV)

“Look, this mob is going to clean us out.” (Message Translation)

E. Pethor Church Meeting #1

The Moabites with Balaam

- F. Numbers 22:5b-6 says that Balak, king of Moab gave his elders a message and “bribe money” to give to Balaam, the man with the gift of prophecy and divination.

The True Source of Church Meeting Messages

Many times, those speaking in church meetings are only the “messengers” of others who have Personal Convictions, too afraid to speak for themselves, and fearful of retribution and retaliation from other church members.

G. The Message of Pethor Church Meeting #1

(Personal or Absolute Conviction?)

Numbers 22:5b-6 (*What is a 5-word summary of these verses?*)

H. Pethor Church Meeting #1 (The Moabites with Balaam)

Numbers 22:7-8 (*What is a 5-word summary of these verses?*)

I. God’s Response to Balak’s Message (Numbers 22:12-13)

Was Balaam’s message to Balak’s men a **Personal or Absolute conviction?**
Why?

J. Pethor Church Meeting #2 (More People, More Pressure)

Numbers 22:15-17 (*What is a 5-word summary of these verses?*)

Was the 2nd Pethor Church Meeting called for Personal or Absolute Convictions?

**K. Balaam’s Responses to the 2nd Pethor Church Meeting
Response #1 (Numbers 22:18)**

Response #2 (Numbers 22:19)

L. Symbolism & Meaning of Numbers 22:21-22a

God will allow churches to follow the Personal Convictions of people, but He will be displeased and angry that you have chosen to do so.

M. God's Answers to the 2nd Pethor Church Meeting About the Same Matter

Numbers 22:20 (*What is a 5-word summary of these verses?*)

Numbers 22:22b-23 (*What is a 5-word summary of these verses?*)

N. Symbolism & Meaning of Numbers 22:22b-23

Servant Leaders (the donkey) are sometimes mistreated by church members who demand that their *Personal Convictions* be followed. A true Servant Leader (the donkey) will see the dangers ahead of following people and will only be led by the *Absolute Convictions* of the Lord.

O. The Church Meeting Argument Between Balaam & His Donkey

Numbers 22:28-32 (*What is a 5-word summary of these verses?*)

James 4:1-2 (NIV)

(*What is a 5-word summary of these verses?*)

Numbers 22:30-32

(*What is a 5-word summary of these verses?*)

Church meetings should reflect the Absolute Convictions of the will of God. It angers God when the gathering of God's people (Church Meetings) are guided and directed by our Personal Convictions in people rather than His perfect Will. The Church cannot expect to prosper if it is being led by Personal Convictions.

Symbolism & Meaning of Numbers 22:28-32

Sometimes, the reasons why ministry is stale, stagnant, & dying is because God has actually cursed our pathway as we have followed the Personal Convictions of others.

Would Robert's Rules of Order have helped the Prophet Balaam in his "Church Meetings" with king Balak?

If so, how? If not, what would have helped Balaam?

IV. 5 Biblical Parliamentary Procedures EVERY Servant Leader & Church Member Must Know

Biblical Parliamentary Procedure #1:

Vote On & Approve EVERY Action Taken During the Church Meeting

Scripture:

...everything should be done in a fitting and orderly way.

1 Corinthians 14:40 (NIV)

Procedure:

Conduct the church's business in a manner that is respectful, ethical, and morally appropriate to the Body of Christ.

5 Easy Steps to Voting

1. *"I move/make a motion that..."*
2. *Second the motion...*
3. *Are we prepared for the question (vote)?*
4. *All in favor.*
5. *All opposed.*

Biblical Parliamentary Procedure #2: *Maintain the Spirit of Christ During the Church Meeting*

Scripture:

²³ Don't have anything to do with foolish and stupid arguments, because you know they produce quarrels.

2 Timothy 2:23

Procedure:

- Focus on *Absolute Convictions* of Christ and not *Personal Convictions* of people.
- Direct all comments to the Presiding Officer.
- Pause the meeting to pray when conflict begins to arise.

Biblical Parliamentary Procedure #3: *Be Present in the Church Meeting to Serve Christ and Not People*

Scripture:

"And the Lord's servant..."

2 Timothy 2:24a

Procedure:

All Church Meeting attendees should be the Lord's Servants present to serve the Lord, in the Spirit of the Lord, for the fulfillment of the Lord's will.

Biblical Parliamentary Procedure #4: *Teach/Explain Church Matters without Holding Grudges Against Church Members*

Scripture:

²⁴ And the Lord's servant must not be quarrelsome but must be kind to everyone, able to teach, not resentful... 2 Timothy 2:24

Procedure:

Be respectful in your words, actions, and mannerisms towards others in the church meeting. Remember that all persons (to include those with whom you hold disagreements) are children of God.

Biblical Parliamentary Procedure #5: Discuss & Discern Not Debate & Decide

Scripture:

Opponents must be gently instructed, in the hope that God will grant them repentance leading them to a knowledge of the truth... 2 Timothy 2:25 (NIV)

Open Discussion & Discernment

Procedures

Every member has the right to speak twice on each matter, but no member shall speak on the same matter a second time until every member who desires to speak has spoken once.

Generally Accepted Parliamentary Procedures allow 10 minutes each time a member speaks on any given matter. However, Parliamentary Procedures also allow for the membership as a body to reduce/limit the amount of debate time allowed to each member.

Reasonable/Acceptable Speaking Time

What is a *Reasonable/Acceptable Amount of Speaking Time* for a church meeting of your congregation's size (i.e. 20, 40, 75, 150, 500, etc.) members in it?

Church Meeting Preparations: How to Prepare for Church Meetings that Reflect and Honor Christ (5 Steps)

Church Meeting Preparation Step #1:

Meeting Reports/Information Deadline

All information to be presented in the Church Meeting must be submitted to the Pastor/Officiating Officers. Set a deadline for when all information to be entertained and addressed during the Church Meeting must be submitted to the Pastor/Officiating Officer (i.e. 7 business days before the church meeting takes place).

Meeting Reports/Information Deadline

The Pastor/Officiating Officer is responsible for assembling the agenda for each Church Meeting. The Agenda must be presented to the Body at the beginning of the Church Meeting for approval by congregational vote.

Information presented during the Church Meeting that is not included on the meeting's agenda will be received, but not addressed by the Pastor/Officiating Officer during the Church Meeting.

Church Meeting Preparation Step #2: *Only Present Matters with a Unified Suggestion*

Matters to be presented for Congregational Consideration/Approval must be submitted by the stated deadline as a Unified Suggestion on behalf of all persons/groups involved.

Example: *"We have met and would like to present the following Unified Suggestion to the Body of Christ."*

Matters that do not have a Unified Suggestion that allows the congregation to vote in harmony and unison will not be permitted.

Church Meeting Preparation Step #3: Clarify "Active" Membership in Light of "Virtual" Membership

An example of common church bylaw statements is...

"A vote of a majority of the voting Active Members is necessary for the Motion to pass."

Active Membership as stated in many bylaws may not address a "member" who is either virtual or for whatever reason not able to attend the meeting in-person where the voting takes place. The question then becomes, "Does your Church allow virtual, absentee, and proxy voting for active members?"

Church Meeting Preparation Step #4: *Know the Difference*

1. Virtual Voting
2. Absentee Voting
3. Proxy Voting

Virtual Voting

The process of casting a person's vote electronically, usually by some medium of the internet, which allows members to remotely participate in Church Business in absentia.

Note: Virtual voting processes must be approved by the congregation before the process is implemented and used within the church's business meetings.

Absentee Voting

The church member is permitted to cast his/her vote without being present (in-person) in the Church Meeting. This is usually done through mail-in ballots, early voting, or possibly emailed ballots.

Note: The church must first approve "Absentee Voting" to be allowed in your church's voting process.

Proxy Voting

Another church member...

1. Who is present in the Church Meeting
2. Receives your permission to vote on your behalf
3. In your absence.

Note: The church must first approve "Proxy Voting" to be allowed in your church's voting process.

Church Meeting Preparation Step #5: *Create a Virtual Meeting/Electronic Voting Platform*

1. Must be formally authorized and approved by the church's governing body and included in the church's governing documents.
2. Technology must be provided by the church to facilitate a virtual meeting and electronic voting platform.

Church Meeting Preparation Step #5 (cont'd.)

3. The virtual meeting platform must include opportunity for virtual members to simultaneously communicate with and speak to one another.
4. If the meeting is hybrid (i.e. virtual & in-person), the church's virtual meeting platform must provide opportunities for virtual and in-person members to simultaneously receive the same information (i.e. agenda, pending votes, etc.) and speak to/hear from one another.
5. Detailed virtual, absentee, and proxy voting guidelines must be provided to and approved by the congregation and included in the church's governing documents before the guidelines are to be implemented.

Church Meeting Preparation Step #6: Create an Absentee/Virtual Voting Process

1. Create a voting ballot that is to be used by both in-person and absent active members.
2. Number each ballot to ensure that there is no duplication of ballots (i.e. no member can submit more than one ballot).
3. Do not place names on the ballots to allow complete anonymity (privacy) of voters.

Before the date when in-person ballots will be received...

4. Assign a church official to take the same voting ballot being used by in-person members to the "absent members".
5. Ask the absent member to complete the voting ballot, place it in a sealed envelope, and return the sealed envelope to the church official.
6. Record the number of "absentee ballots" that have been received and inform the congregation of the same BEFORE THE DATE OF IN-PERSON VOTING.

On the date of in-person voting and before the voting takes place...

7. Remind the in-person congregation of the number of absentee ballots that will be added to the total batch of voting ballots.
8. Once all in-person ballots have been received, mix the absent members' voting ballots in with the in-person members' ballots.
9. Tabulate the total voting results that includes both in-person and absent-person votes.