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| **CHURCH MEETING AGENDA TEMPLATE**  **[ORGANIZATION NAME]** |

|  |  |
| --- | --- |
| Location: | [LOCATION NAME or WEB MEETING URL or PHONE CALL-IN NUMBER] |
| Date: | [DATE] |
| Time: | [MEETING TIME] |

# TOPICS TO BE DISCUSSED:

## [CALL TO ORDER]

### [WELCOME - CHAIR]

### [OPENING PRAYER - PASTOR]

### [MEETING GOALS - CHAIR]

## [ATTENDANCE]

### [RECORD PRESENT ATTENDEES - SECRETARY]

### [RECORD NOTABLE ABSENTEES - SECRETARY]

## [PREVIOUS MEETING MINUTES]

### [DISTRIBUTE MINUTES FOR REVIEW - SECRETARY]

### [REQUESTS FOR ADDITIONS - ATTENDEES]

### [VOTE TO APPROVE AGENDA - CHAIR]

## [CURRENT MEETING AGENDA]

### [DISTRIBUTE AGENDA FOR REVIEW - SECRETARY]

### [REQUESTS FOR ADDITIONS - ATTENDEES]

### [VOTE TO APPROVE MINUTES - CHAIR]

## [PASTOR REPORT]

### [STAFF NEWS AND UPDATES - PASTOR]

### [OPERATIONAL NEWS AND UPDATES - PASTOR]

### [MINISTRY NEWS AND UPDATES - PASTOR]

## [EDUCATION REPORT]

### [SCHOOL NEWS AND UPDATES - ED. ADMINISTRATOR]

### [OUTREACH NEWS AND UPDATES - ED. ADMINISTRATOR]

## [BUSINESS REPORT]

### [FINANCE NEWS AND UPDATES - BUSINESS MANAGER]

### [ENDOWMENT NEWS AND UPDATES - BUSINESS MANAGER]

### [MARKETING NEWS AND UPDATES - BUSINESS MANAGER]

## [OTHER ITEMS]

### [DISCUSS ANY OTHER ITEMS OF BUSINESS - CHAIR]

### [VOTE ON OUTSTANDING DECISIONS - CHAIR]

## [ADJOURNMENT]

### [APPROVAL OF CURRENT MEETING MINUTES - CHAIR]

### [CLOSING PRAYER - PASTOR]

### [END OF MEETING - CHAIR]