
CHURCH MEETING AGENDA TEMPLATE

Location: _____

Date: _____

Time: _____

TOPICS TO BE DISCUSSED:

I. CALL TO ORDER

a. WELCOME - CHAIR

b. OPENING PRAYER – PASTOR

c. MEETING GOALS – CHAIR

II. ATTENDANCE

a. RECORD PRESENT ATTENDEES – SECRETARY

b. RECORD NOTABLE ABSENTEES – SECRETARY

III. PREVIOUS MEETING MINUTES

a. DISTRIBUTE MINUTES FOR REVIEW – SECRETARY

b. REQUESTS FOR ADDITIONS – ATTENDEES

c. VOTE TO APPROVE AGENDA – CHAIR

IV. CURRENT MEETING AGENDA

a. DISTRIBUTE AGENDA FOR REVIEW – SECRETARY

b. REQUESTS FOR ADDITIONS

c. VOTE TO APPROVE MINUTES

V. PASTOR REPORT

a. STAFF NEWS AND UPDATES - PASTOR

b. OPERATIONAL NEWS AND UPDATES - PASTOR

c. MINISTRY NEWS AND UPDATES - PASTOR

VI. EDUCATION REPORT

a. SCHOOL NEWS AND UPDATES – ED. ADMINISTRATOR

b. OUTREACH NEWS AND UPDATES – ED. ADMINISTRATOR

VII. BUSINESS REPORT

a. FINANCE NEWS AND UPDATES – BUSINESS MANAGER

b. ENDOWMENT NEWS AND UPDATES – BUSINESS MANAGER

c. MARKETING NEWS AND UPDATES – BUSINESS MANAGER

VIII. OTHER ITEMS

a. DISCUSS ANY OTHER ITEMS OF BUSINESS - CHAIR

b. VOTE ON OUSTANDING DECISIONS - CHAIR

IX. ADJOURNMENT

a. APPROVAL OF CURRENT MEETING MINUTES – CHAIR

b. CLOSING PRAYER - PASTOR

c. END OF MEETING - CHAIR
