
SAMPLE CHURCH MEETING AGENDA

ST. MARY'S CATHOLIC CHURCH

Location: Church Administrative Office, 5678 Oak Ave., Tree Grove, NY, 10234

Date: February 19, 2021

Time: 1:00pm

TOPICS TO BE DISCUSSED:

I. CALL TO ORDER

- a. Welcome by James Groves (Chairperson)
- b. Opening Prayer led by Father Paul
- c. Summary of Meeting Goals by Mr. Groves

II. ATTENDANCE

- a. David Johnson (Secretary) records all attendees and notable absentees.

III. PREVIOUS MEETING MINUTES

- a. Mr. Johnson distributes the previous meeting minutes to all attendees to review.
- b. The attendees can address any discrepancies from the minutes.
- c. Mr. Groves leads a vote to approve the minutes.

IV. CURRENT MEETING AGENDA

- a. Mr. Johnson distributes the current meeting agenda to all attendees to review.
- b. The attendees can request additions to the agenda.

- c. Mr. Groves leads a vote to approve the final agenda.

V. PASTOR REPORT

- a. Father Paul introduces the new office administrator, Mary Allen.
- b. Father Paul provides updates to the remodel taking place in the sacristy.
- c. Father Paul presents a review of the recent teen retreat.

VI. EDUCATION REPORT

- a. Jennifer Gomez (School Principal) discusses student statistics gathered from the first semester of the school year at the K-12 school.
- b. Ms. Gomez presents a proposal regarding a possible expansion of the church's pre-school and Sunday school programs.

VII. BUSINESS REPORT

- a. Samantha Bowen (Business Manager) presents the fourth-quarter finance report, including details about the endowment.
- b. Ms. Bowen presents the roll-out of a new social media marketing campaign for the church and schools.

VIII. OTHER ITEMS

- a. Mr. Groves reminds attendees of their individual responsibilities regarding the spring carnival fundraiser occurring in April 2021.
- b. Mr. Groves leads a group vote to decide on the final food vendors for the carnival.

IX. ADJOURNMENT

- a. Mr. Groves approves the meeting minutes taken by Mr. Johnson.
- b. Father Paul leads the group in a closing prayer.
- c. Mr. Groves calls an end to the meeting.