

SAMPLE CHURCH MEETING MINUTES FOR ST. MARY'S CATHOLIC CHURCH

I. MEETING DETAILS

Chairperson: James Groves

Secretary: David Johnson

Date: February 19, 2021

Time: 1:00pm

Location: Church Administrative Office

Street Address: 5678 Oak Ave.

City: Tree Grove

State: NY Zip: 10234

II. CALL TO ORDER

Meeting Welcome – Speaker James Groves – 1:00 pm

There was a call to order by the Chairperson to welcome everyone to the meeting and introduce Father Paul for the opening prayer.

Opening Prayer – Speaker Father Paul – 1:03 pm

The church pastor led the group in an opening prayer.

Meeting Goals – Speaker James Groves – 1:05 pm

The Chairperson reviewed the goals of the meeting: hear current reports from each church department and discuss any outstanding questions and orders of business in response to the reports.

III. ATTENDANCE

- **Attendees**

- James Groves
- Father Paul
- David Johnson
- Jennifer Gomez
- Samantha Bowen
- Mary Allen
- Jane Lieu

- **Absentees**

- Mark Blee

IV. PREVIOUS MEETING MINUTES

Previous Meeting Minutes – Speaker James Groves – 1:08 pm

The Secretary distributed the previous meeting minutes for the attendees to review. The Chairperson led a vote to approve the minutes. The group voted unanimously to approve.

V. CURRENT MEETING AGENDA

Current Meeting Agenda – Speaker James Groves – 1:15 pm

The Secretary distributed the current meeting agenda for the attendees to review. The Business Manager requested to add a discussion about the spring carnival fundraiser. The Chairperson led a vote to approve the agenda with the new addition, and the group voted unanimously to approve.

VI. DEPARTMENT REPORTS

Pastor Report – Speaker Father Paul – 1:23 pm

Father Paul introduced the church's newly hired Office Administrator, Mary Allen. Mary will assist the Business Manager, Samantha Bowen, with church administrative and operational needs.

He also informed the attendees that the remodel to the sacristy in the church would be completed by the end of February. The contractors just have to finish the painting and then all furnishings and décor can be returned to the space.

Finally, he gave a summary of the teen retreat that took place at the Tree Grove Retreat Center the previous weekend. Fifty students attended and overall gave positive reviews of the event. There were no mishaps or emergencies reported.

Education Report – Speaker Jennifer Gomez – 1:39 pm

The School Principal presented information about student statistics gathered from the first semester of the school year at the K-12 school. These stats included information about academic achievement, extracurricular involvement, and volunteer hours completed by students.

She also presented a proposal to expand the pre-school and Sunday school programs to utilize the K-12 school facilities to allow for more space for more student enrollment.

Business Report – Speaker Samantha Bowen – 1:57 pm

The Business Manager presented the 2020 fourth-quarter finance report and informed the group that the church's endowment has increased by 10% since the 2020 third-quarter.

She also presented the planned roll-out of a new social media marketing campaign for the church and schools. The Marketing team will begin to utilize the following platforms: Facebook, Instagram, Twitter, and LinkedIn. She asked everyone to follow these pages with their own personal accounts, if applicable. When the LinkedIn account has been created she will send an alert to the staff so they can connect their own profiles with the church's account.

VII. OTHER ITEMS

Spring Carnival Fundraiser – Speaker James Groves – 2:13 pm

The Chairperson led a discussion about updates for the spring carnival fundraising event. He reviewed each department's individual responsibilities for implementing the event. He also led a vote to narrow down the top 20 food vendor applicants down to 10 final vendors.

VIII. ADJOURNMENT

Closing Prayer – Speaker Father Paul – 2:27pm

Father Paul led the group in a closing prayer.

End of Meeting – Speaker James Groves – 2:29 pm

Minutes submitted by: David Johnson Print Name: David Johnson

Approved by: James Groves Print Name: James Groves