**CHURCH MEETING MINUTES FOR**

**[ORGANIZATION NAME]**

**I. MEETING DETAILS**

Chairperson: [CHAIRPERSON’S NAME]

Secretary: [SECRETARY’S NAME]

Date: [DATE]

Time: [TIME]

Location: [LOCATION NAME]

Street Address: [STREET ADDRESS]

City: [CITY]

State: [STATE] Zip: [ZIP CODE]

**II. CALL TO ORDER**

[ENTER TIME OF MEETING START AND MEETING GOALS]

**III. ATTENDANCE**

[ENTER WHO IS PRESENT AND WHO IS ABSENT]

**IV. PREVIOUS MEETING MINUTES**

[APPROVAL OF PREVIOUS MINUTES]

**V. CURRENT MEETING AGENDA**

[APPROVAL OF CURRENT MEETING AGENDA INCLUDING ADDITIONS]

**VI. DEPARTMENT REPORTS**

[DETAILS AND VOTES FOR PASTOR, EDUCATION, AND BUSINESS REPORTS]

**VII. OTHER ITEMS**

[ANNOUNCEMENTS, NOMINATIONS, OR OTHER BUSINESS MATTERS]

 **VIII. ADJOURNMENT**

[ENTER TIME OF MEETING’S END AND APPROVAL OF MINUTES]

Minutes submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_