# Church Meeting Minutes

## Meeting Details

**Date:**

**Time:**

**Location:**

**Meeting Facilitator:**

## Pre-Meeting Notes

**Purpose of the Meeting:**

**Special Guest(s):**

**Documents Distributed Prior to Meeting:**

## Attendance

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role/Title** | **Present (Y/N)** | **Notes (e.g., virtual, late arrival)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Summary of Reports

**-Financial Report:**

**Committee/Ministry Updates:**

**Other Reports:**

## Details of Discussions

**Topic:**

**Key Points Discussed:**

**Outcomes or Decisions:**

## Motions and Votes

|  |  |  |  |
| --- | --- | --- | --- |
| **Motion ID/Number** | **Type of Motion** | **Votes (For/Against/Abstain)** | **Result (Approved/Denied)** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| **Action Item** | **Responsible Party** | **Status (Pending/Completed)** | **Deadline** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Devotional Notes

**Scripture Reference:**

**Message Summary:**

**Speaker/Leader:**

## Closing

**Key Takeaways:**

**Next Meeting Date:**

**Meeting Adjourned At:**

**Closing Prayer Notes:**

## Attachments

**Document Name:**

**Description:**

## Signatures

**Prepared By:**

**Approved By:**

**Date Approved:**