# Church Meeting Agenda Template

## Meeting Details

**Date:**

**Time:**

**Location:**

**Purpose:**

## Quorum Check

**Quorum Met:** **Yes** [ ] **No** [ ]

## Call to Order

- Welcome and opening prayer/devotional (Led by **[NAME]** )

## Approval of Previous Minutes

- Review and approval of the previous meeting's minutes

## Reports

- Financial Report (Presented by: **[NAME]** )

- Committee/Ministry Updates:

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| --- | --- | --- |
| **Committee/Ministry** | **Updates** | **Presented By** |
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## Old Business

- Discussion and follow-up on unresolved topics

## New Business

- Introduction and discussion of new initiatives or issues

## Open Forum

- Opportunity for feedback, suggestions, or additional input

## Closing

- Closing prayer (Led by: **[NAME]** )

- Final remarks and adjournment

## Follow-Up Actions

Action Items to Complete Before the Next Meeting:

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| **Action Item** | **Responsible Party** | **Deadline** |
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## Notes: