

[Your Church Name]
[Church Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Minutes of the [Name of Meeting]
Date: [Date of Meeting]
Location: [Meeting Location]
Time: [Start Time] - [End Time]
Attendees:
- [Name, Title]
- [Name, Title]
- [Name, Title]
Opening:
The meeting was called to order by [Name] at [Time].
Opening Prayer:
[Name] led the opening prayer.
Approval of Previous Minutes:
The minutes from the previous meeting held on [Date] were reviewed.
[Motion made by Name] and seconded by [Name] to approve the minutes.
Agenda Items:
1. **[Agenda Item 1 Title]**
- Discussion: [Summary of discussion]
- Action Items: [List of actions to be taken, responsible persons, deadlines]
2. **[Agenda Item 2 Title]**
- Discussion: [Summary of discussion]
- Action Items: [List of actions to be taken, responsible persons, deadlines]
Reports:
- **[Committee/Ministry Name] Report:**
[Summary of report]
- **[Financial Report/Other Reports]:**
[Summary of financial status]
Old Business:
- [Summary of old business discussed]
New Business:
- [Summary of new business discussed]
Announcements:
- [List of announcements]
Closing Prayer:
[Name] led the closing prayer.
Next Meeting:
Date: [Next Meeting Date]
Location: [Next Meeting Location]
Time: [Next Meeting Time]
Adjournment:
The meeting was adjourned at [Time].
Submitted by:
[Your Name]
[Your Title]
[Date]

****Note:**** Attach any additional documents or reports discussed in the meeting.