

CHURCH MEETING MINUTES

Church Name: _____ Meeting Location: _____

Meeting Type: _____ Presiding Officer: _____

Attendees:

List all attendees present at the meeting, including church officers, committee members, and congregants. Record names and roles if applicable.

Opening Devotion / Prayer:

Document who led the opening devotion or prayer and any scripture references or inspirational messages shared.

Approval of Previous Meeting Minutes:

Record the review and approval of the minutes from the previous meeting, noting any amendments or corrections.

Reports:

Pastor's Report:

Summary of topics discussed by the pastor, including spiritual guidance, church growth efforts, and congregational care.

Treasurer's Report:

Presentation of the church's financial status, including income, expenses, budget updates, and any financial concerns.

Committee Reports:

Updates from various church committees, including activities, events, and projects underway or planned.

Old Business:

Discuss any outstanding items or issues from previous meetings, including progress updates and actions taken.

New Business:

Record new topics introduced for discussion, decisions made, motions passed, and assigned responsibilities.

Announcements:

Note any announcements regarding upcoming events, meetings, community outreach, or other relevant information.

Closing Prayer:

Document who led the closing prayer and any special intentions or messages shared to conclude the meeting.

Next Meeting Date and Location:

State the scheduled date, time, and location for the next church meeting.

Legal Compliance and Acknowledgments:

These meeting minutes are prepared to accurately reflect the proceedings of the church meeting in accordance with applicable United States laws governing nonprofit religious organizations. The information contained herein is intended for official church records and may be used for governance, compliance, and reporting purposes. Attendees acknowledge that these minutes are a true and complete record of the meeting's discussions and actions.

PRESIDING OFFICER'S SIGNATURE

SECRETARY'S SIGNATURE

Signature: _____

Signature: _____

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