

SAMPLE
[Name] Church Board Meeting Minutes

Meeting held at the office of [Name] Ministry
[Address]
[Date of Board Meeting]

Chairman [Name] called the meeting to order at [time].

Board Secretary [Name] called the roll of voting board members and noted the presence of the following individuals:
[List board members names]

The following voting members were absent:
[List absent members]

One nonvoting ex-officio member was present:
[List name and title]

The following guests were present:
[List names and titles]

The chairman declared that a quorum of voting board members was present, as defined in the bylaws. The chairman also noted a quorum of outside (non-staff) board members present. The chairman declared the official annual meeting of the board as required by the bylaws. Further, proper notice was given to all board members as required by the bylaws.

Devotional: [Name] presented a devotional based on Luke 9:1-10. She focused her comments on Luke 9:10, relating to the return of the apostles and their report to Jesus on what they had done.[Name] shared that this is a good example of how Jesus modeled leadership and accountability. At the conclusion of the devotional, [Name] led the board in prayer.

Approval of Agenda: The board chairman distributed a proposed meeting agenda. After hearing the proposed agenda, the board approved it by consensus, providing a guide for the meeting.

Approval of Minutes: The minutes of the board meeting conducted on [Date of last board meeting] and the minutes of an executive committee meeting conducted on [Date of last executive committee meeting] were presented. A motion to approve the minutes as prepared was seconded. Motion carried.

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