[Nonprofit Name]

Church Board Meeting Agenda

Date | Location

Call to Order
(15 min)

- ❖ Note: date, time, location
- ❖ Opening Prayer
- ❖ Attendance
- ❖ Welcoming remarks

Approve Agenda
(10 min)

- ❖ Set meeting goals
- ❖ Suggest any changes in agenda
- ❖ Vote to approve agenda

Approval of Previous Minutes
(5 min)

- ❖ Make any needed changes to the agenda
- ❖ Vote to approve previous minutes

Reports
(30 min)

- ❖ Pastor's report
- ❖ Financial discussion
- ❖ Other reports
- ❖ Committee reports

Old Business
(30 min)

- ❖ Review old business
- ❖ Vote on action

New Business
(30 min)

- ❖ Present new business
- ❖ Vote on action

Announcements
(10 min)

- ❖ Share announcements
- ❖ Suggest items for the next meeting's agenda

Adjournment
(5 min)

- ❖ Closing Prayer
- ❖ Set time for next meeting
- ❖ Meeting's end is announced