\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Church Board Meeting Minutes

Date

Present: List the names of all elders present at the meeting.

Absent: List the names of any elders absent at the meeting.

Guests: List the names of all guests present at the meeting.

1. Call to order by name at time.
2. Record any opening prayer, sharing or devotional.
3. Declaration of Conflict of Interest

List any conflicts noted OR note that no other conflicts were noted.

1. Items Removed from Consent Agenda
* List all items removed from the Consent Agenda that were placed on the main Agenda OR note that no items were removed from the Consent Agenda.
1. Adoption of Consent Agenda
* List all items remaining on the Consent Agenda.

Moved (name) and seconded (name) that the Consent Agenda be adopted OR adopted as amended.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. Adoption of Agenda

Moved (M. Hutchinson) and seconded (L. Rae) that the Agenda be approved.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. Scheduled Items

Note any scheduled items or guest presentations and the timing here.

1. Items Removed from the Consent Agenda
	1. List each item removed from the Consent Agenda

Succinct notes capturing the conversation should be recorded here.

Include any Action Items requested (if necessary).

Moved (name) and seconded (name) that include the motion content here.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. Financial Reports and Decisions
	1. List each financial item discussed.

Succinct notes capturing the conversation should be recorded here.

Include any Action Items requested (if necessary).

Moved (name) and seconded (name) that include the motion content here.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. Administrative Items and Decisions
	1. List each administrative item discussed.

Succinct notes capturing the conversation should be recorded here.

Include any Action Items requested (if necessary).

Moved (name) and seconded (name) that include the motion content here.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. Church Ministry Items and Decisions
	1. List each church ministry item discussed.

Succinct notes capturing the conversation should be recorded here.

Include any Action Items requested (if necessary).

Moved (name) and seconded (name) that include the motion content here.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. Scheduled Item (Title)

Note: this item is included here as an example. Record this section in the minutes when it occurred sequentially in the meeting.

Name of guest(s) joined the meeting at time.

Succinct notes capturing the conversation should be recorded here.

The meeting returned to the main Agenda, item # (Note: use this if the scheduled item interrupted the Agenda.)

* 1. List each church ministry item discussed.

Succinct notes capturing the conversation should be recorded here.

Include any Action Items requested (if necessary).

Moved (name) and seconded (name) that include the motion content here.

CARRIED OR DEFEATED

Note any abstentions from voting due to a conflict of interest.

1. In Camera Meeting

Note: A notation that an in camera meeting took place is recorded, but minutes are not recorded for this time.

1. Meeting Evaluation (included if desired)
2. Adjournment at time.