

Church Meeting Minutes Template

A fill-in form for board, committee, and business meetings — attendance, motions, votes, and action items.

Church

Date

Time

Location

Presiding

Recording secretary

Meeting type:

☐ Board / council☐ Committee☐ Congregational / business☐ Other: _____

Attendance

Present

Absent

Guests

☐ Quorum present Called to order at _____ by _____ ☐ Opening prayer☐ Previous minutes approved ☐ as written ☐ as corrected Motion by _____ Second _____

Reports

Treasurer's report (attach), pastor's report, committee reports — note key points and any action taken.

Old Business / New Business

Summarize each item briefly. Record decisions, not debates.

Motions				
Motion (exact wording)	Made by	Second	For / Against / Abstain	Result

Action Items			
Task		Assigned to	Due

Next meeting: _____ Adjourned at _____ ☐ Closing prayer

Recording secretary signature

Date

Minutes approved on (date of later meeting)

Date

Tips for good minutes

- **Record what was decided**, who made and seconded each motion, and the vote — not every comment.
- **Write motions word for word**. These are your church's official record.
- **Attach reports** (like the treasurer's report) instead of copying them into the minutes.
- **Send a draft within a week** while memories are fresh; approve at the next meeting.
- **Store approved minutes permanently** and keep a digital backup.

Keep minutes with the rest of your church records

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