



## Church Board Meeting Agenda

Church Name:

Date:

Time:

Location / Virtual Link:

Chairperson:

Invited:

No	Item	Est Time
1.	<b>MEETING OPENING</b>	20 mins
1.1.	<b>Welcome, Confirmation of Quorum</b>	
1.2.	<b>Apologies and Leave of Absence</b>	
1.3.	<b>Opening Devotion and Prayer</b> ( <i>Led by Board Member / Senior Pastor</i> )	
1.4.	<b>Conflicts of Interest Disclosure</b> <i>Note: While ss191–194 of the Corporations Act are turned off for registered charities under s111L, directors must still comply with common law duties. Disclose any actual, potential or perceived conflicts.</i>	
1.5.	<b>Confirmation of Previous Minutes</b>	
1.6.	<b>Matters Arising from Previous Minutes</b> ( <i>not requiring separate decision</i> )	
2.	<b>MATTERS FOR DECISION</b>	40 mins
	<i>(Consider breaking down into Major Strategic decisions and Routine decisions)</i>	
2.1.	<b>Senior Pastor's Key Recommendations</b> <i>(e.g., strategic ministry decisions, staffing, new initiatives requiring Board approval)</i>	
2.2.	<b>Approval of Financial Statements / Major Expenditure Items</b>	
2.3.	<b>Policy Approvals / Revisions</b> <i>(e.g., Safe Church Policy, Conflict of Interest Policy, Board Charter)</i>	
2.4.	<b>Appointments</b> <i>(e.g., new directors, committee members, ministry leaders, auditors)</i>	
2.5.	<b>Property &amp; Asset Decisions</b> <i>(e.g., purchase, lease, capital works, insurance)</i>	
2.6.	<b>Constitutional or Membership Matters</b> <i>(e.g., new members, constitutional changes)</i>	
3.	<b>MATTERS FOR DISCUSSION</b>	30 mins
	<i>(Strategic and spiritual matters where input or direction is required)</i>	
3.1.	<b>Senior Pastor's Report</b> <i>(including ministry health, spiritual direction, staff updates, emerging risks)</i>	
3.2.	<b>Alignment with Church Objects and Statement of Faith</b> <i>(evaluate activities and spiritual health in light of the Church's charitable and faith-based purposes)</i>	
3.3.	<b>Strategic Plan &amp; Ministry Vision Progress</b>	



*(progress on mission goals, outreach, discipleship, leadership development – any KPI's)*

**3.4. CFO/Treasurer Report**

3.4.1. Routine financial statement analysis

3.4.2. Cashflow analysis

**3.5. Risk Management and Compliance Update**

*(spiritual, reputational, financial, or regulatory risks)*

**3.6. Safeguarding, Spiritual Accountability & Culture**

*(review compliance with child safety, complaints management, ethical culture)*

**3.7. Regulatory Compliance Update**

*(ACNC, ASIC, ATO, fundraising, annual reporting, insurance status)*

**3.8. Committee Reports**

*(e.g., Finance, Risk, Property, Governance, Nominations)*

**3.9. Correspondence / External Communications**

**3.10. Upcoming Events and Calendar Items**

*(e.g., AGMs, conferences, campaigns, key ministry events)*

**4. IN-CAMERA SESSION (IF REQUIRED)**

20 mins

*(Board only – excluding staff or Senior Pastor as appropriate)*

**4.1. Performance, succession or sensitive matters**

*(e.g., review of Senior Pastor performance, board performance, grievance or disciplinary issues)*

**5. MEETING FINALISATION**

15 mins

**5.1. Board Reflection**

**5.2. Action Items Review and Assignment**

**5.3. Next Meeting Date and Agenda Items**

**5.4. Closing Prayer**

**Attachments / Board Papers**

Senior Pastor's Report

Financial Reports

Policy Drafts / Updates

Risk Register / Strategic Plan Updates

Committee Minutes (as needed)